Madison County Board of Developmental Disabilities

Chapter 5 Personnel

Replaces Section 509.20

Board Approved: November 15, 2012

**509.20 ADMINISTRATIVE LEAVE WITH PAY**

Employees may be granted leave with pay for purposes directly related to the function of the Agency or to the functions of the employee’s position as defined below:

Purposes directly related to the function of the Agency or to the functions of the employee’s position includes but is not limited to:

* Leave with pay that is granted in accordance with the disciplinary policy when it is determined by the Superintendent that the offense that is being investigated warrants the removal of the individual from active duty.
* Leave with pay that that is granted when circumstances, such as health, preclude the staff member from reporting in to the facility for their regular shift. All paid leave must be exhausted in this case (sick, personal, vacation). The Superintendent will grant this leave when it is determined that the staff member can continue working from an outside location (their home) to assist the agency by continuing to provide essential functions of their position.

Administrative leave with pay may only be granted by the Superintendent. Any administrative leave with pay that would exceed three weeks in a one year period will be brought before the Board for review.