

ADMINISTRATIVE LEAVE:

18) This leave is provided to excuse employees from their work schedule when conditions occur that prevent the work site from being properly staffed. Individual work sites employees will be granted "Administrative Leave" and will not be required to use annual leave only when the work site is officially closed by either the Policy Council Board Chairman or the Executive Director. (See **Inclement Weather Policy Section 504.1**) Rev. 11052009

WITNESS DUTY:

19) Any employee called as a witness regarding legal litigation relative to Agency business will be paid their normal rate of pay. Any witness duty not relative to the Agency will require the employee to use vacation or leave without pay, if all vacation has been used.

LEAVE WITHOUT PAY

20) Leave without pay shall not be taken by an employee as general time off for personal convenience or to supplement vacation. Vacation time and holidays are paid benefits for employee's personal use throughout the year. Leave without pay may be approved for other absences as provided for in this manual. A request must be submitted in advance to the Program Director who will recommend approval or disapproval.