



SUBJECT: Management Leave	EFFECTIVE: June 2024 REVIEWED: REVISED:
CATEGORY: 200 (Personnel) POLICY NUMBER: 200.57	CROSS REFERENCE:

Purpose

To recognize that many management/non-represented employees are not eligible for overtime payments; however, the work week may extend beyond 40 hours.

Definitions

Management Leave: A bank of paid leave available to management/non-represented employees who are not eligible for overtime payments.

Scope

All non-represented, FLSA-exempt city employees. Overtime-eligible non-represented employees are not eligible for management leave.

Policy

The city provides an annual leave bank to management employees in lieu of overtime payments to be used in the same manner as vacation.

Guidelines

Management leave, in lieu of any other overtime compensation, is credited at the beginning of each fiscal year for eligible employees. Each eligible employee will accrue 80 hours of management leave at the beginning of each fiscal year. Employees who regularly work nights or weekends may request an additional 16 hours of management leave be added to their bank each year at the discretion of the City Manager. Such requests and approval should be documented in an email or memo to/from the city manager prior to the end of the preceding fiscal year.

New employees eligible for management leave receive a prorated share of management leave for the remaining portion of the fiscal year based on their hire date. Management leave must be scheduled in advance following the vacation request procedure. Management leave must be used during the fiscal year it is credited and may not be extended. Management leave has no cash value and is not paid at separation of employment.