

HUMAN RESOURCES POLICY/PROCEDURE		No. HR-019
OFFICE OF PRIMARY RESPONSIBILITY: Human Resources	EFFECTIVE DATE: 10/25/2001 REV. REV. DATE:	Page 1 of 2
SUBJECT: Exempt Employees- Administrative Days		

REPLACES: N/A

OBJECTIVE:

The Central Florida Regional Transportation Authority (hereinafter "Authority") was created by Part II, Chapter 343, Florida Statutes, to own, operate, maintain and manage a public transportation system in the area of Seminole, Orange, Osceola Counties, and to adopt such policies as may be necessary to govern the operating of a public transportation system and public transportation facilities. The Executive Director is authorized to establish and administer such policies. Therefore, it is necessary to establish an Exempt Employees – Administrative Days policy.

SCOPE:

This policy shall apply to all Administrative employees of the Authority.

AUTHORITY:

Authority for this policy and procedure are as follows:

Part II, Chapter 343, Florida Statutes

POLICY:

Exempt employees are not eligible for overtime. Many times, it is necessary to work additional hours in order to complete a project or to meet specific deadlines. In order to acknowledge this reality and reward exempt employees for these extenuating circumstances, Administrative Leave Days may be awarded. Leave days will only be awarded when work time has clearly and consistently gone beyond regular work hours for prolonged periods of time.

Department Directors will have complete discretion in the award of Administrative Days to regular exempt employees and Deputy Directors. Department Directors use of Administrative Days will be at the discretion of the Executive Director:

Regular Exempt Employees up to	Three(3) Administrative Days per Year
Deputy Directors and Managers up to	Four(4) Administrative Days per Year
Directors up to	Five(5) Administrative Days per Year

New exempt employees or employees promoted into exempt status during the year may receive a pro-rated amount of administrative leave based on their classification and start date. Exempt employees are required to obtain prior approval from their supervisor before using administrative leave. The use of administrative leave shall be so noted on the employee's time sheet.

At the end of each calendar year, the slate will be wiped clean of Administrative Days. They will not be carried over nor accumulated under any circumstances. Employees may not receive payment in lieu of taking administrative leave.

Upon termination, retirement, or any other event leading to an employee's departure from employment with the Authority, Administrative Days will not be paid.

EXCEPTIONS TO THIS POLICY:

Any exceptions to this policy must be pre-approved by the Executive Director.

AUTHORIZATION:

Executive Director	<u><i>By: MW Brooks</i></u>	Date	<u><i>23 Jan 02</i></u>
Department Director	<u><i>L. J. J. J. J.</i></u>	Date	<u><i>1/23/02</i></u>