


<b>Category:</b>	Compensation and Benefits	<p style="text-align: center;"><b>INCA Community Services Personnel Policy</b></p> 
<b>Sub Category:</b>	Leave Policies	
<b>Effective Date:</b>	1982	
<b>Revised Date:</b>	11/20/11	
<b>Forms:</b>		
<b>Responsible:</b>		

## Administrative Leave Policy

### Purpose

Administrative leave is a benefit extended to all employees of INCA Community Services. Leave represents money for both the agency and the employee and must be stringently controlled. In order to maintain a high state of morale, employees must be authorized leave throughout the year, dependent upon mission requirements and funding.

### Policy

INCA Community Services, Inc. is committed to ensuring employees are paid Administrative Leave due to circumstances beyond their control. Unusual or extenuating situations may arise that warrant the granting of a period of paid leave which does not fall under any of the other leave policies. Such occurrences include but are not limited to voting, closure due to adverse conditions, national emergency disasters, funerals, volunteer work, outstanding work performance, blood, organ or bone marrow donation.

### Eligible Employees

All employees could be eligible for administrative leave dependent on the circumstances in place. Exceptions will be when program funds are not available or funders guidance do not allow for the employee position held. In these situations the benefit package given will be clearly outlined in the job description and terms of employment.

### Guidelines

- Length and amount of administrative leave will be decided by the Executive Director, who will determine the reason, cause, and payments of all leave compensation.
- Compensation will be based on the regular rate of pay.
- Time will not exceed eight hours for each day's absence.
- Time will not exceed the normal scheduled work hours determined for the job position.
  - Example: Flex Drivers are scheduled at 25 hours per week. They will be paid up to this allotted amount of time.
  - Example: HTS Workers are scheduled for 30 hours per week. They will be paid up to this allotted amount of time.
- The pay for time off will be prorated for a part-time employee if the funeral occurs on a scheduled work day.
- Administrative leave will not be granted for non-scheduled work days, holidays, pre-scheduled vacation days, or if the employee was scheduled off for any other reason.

- Administrative leave is not chargeable to accrued sick or vacation leave.
- Administrative leave is considered time worked for the purposes of computing pay; annual and sick leave accruals, and holiday eligibility.
- Documentation may be requested from the employee to support the granting of leave.
- Employees may not use administrative leave if they are already scheduled off for floating holidays, sick leave, annual leave, or LWP.

**Dissemination of Policy**

The policy will be made available to all employees through the agency's website. The agency will educate and train employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.