

 <p>DURHAM 1869 CITY OF MEDICINE</p>	<p>CITY OF DURHAM</p> <p>Signature Thomas J. Bonfield, City Manager</p>	<p>Human Resource Management Memorandum</p> <p>HRM- 404 Management Leave</p> <p>effective date January 1, 2009</p>
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COMMENTS: CityComp accrual ends 12/31/08. Any accrued CityComp must be taken by June 30, 2009 or it will be forfeited.

I. Purpose

Management Leave is a privilege extended to recognize full time exempt employees who spend many extra hours working on behalf of the City without receiving additional salary or time off. It is not the City's intent to replace time on an hour for hour basis.

II. Policy

It shall be the policy of the City of Durham to grant Management Leave once per year to eligible full time exempt employees who work extra hours in service to Durham City government. Forty (40) hours of Management Leave will be granted to Department Directors, Assistant City Managers and Deputy City Managers each calendar year.

Schedule adjustments and flexible work schedules should be used whenever possible to accommodate additional time that may be spent after normal work hours in service to the City.

Management Leave may be granted in hours up to a maximum of 80 hours per calendar year for other exempt employees at the discretion of the Department Director as approved by the appropriate City Manager or Deputy City Manager.

Management Leave may be granted to employees who come to work after the start of the calendar year upon completion of a request by the Department Director and approval by the appropriate City Manager/Deputy City Manager. For occasional pre-approved absences of 2 hours or less, exempt employees are not required to use paid leave.

Management Leave neither accrues nor accumulates. It does not carry over from one calendar year to the next, is not converted to other leave and is not paid upon separation from City employment.

III. Eligibility

All full time City employees who occupy positions classified as exempt (perform duties that are executive, administrative, or professional in nature) based on the Fair Labor Standards Act (FLSA) and who work beyond 40 hours in the workweek on behalf of the City.

IV. Granting Management Leave

Management Leave will be awarded at the beginning of the calendar year as follows:

Department Directors - 40 hours per calendar year

Other exempt positions as determined by the Department Director, Assistant, Deputy or City Manager up to 80 hours per calendar year.

The determination of the amount of Management Leave is at the sole discretion of the City Manager/Deputy/Assistant City Manager/Department Director.

Management Leave may be granted during the year for new employees upon recommendation by the Department Director and approval by the City Manager. Management Leave may also be granted to exempt employees for service during severe weather events (no attempt to reward hour-for-hour) if authorized by the City Manager.

Management Leave will be submitted for City manager approval and will be entered into the MUNIS system via spreadsheet.

V. Taking Management Leave

Management Leave may be taken for any purpose, but must be requested in advance via Leave slip.

VI. Responsibility

It is the responsibility of the supervisor and the Department Director to request the awarding of Management Leave. Department Directors should consider actual job duties when awarding Management Leave (i.e. if a position is not expected to attend night or weekend meetings or perform other after hours work, then no management leave should be awarded).

It is the responsibility of the Human Resources Department to monitor Management Leave periodically and to interpret this policy when needed.