

ADMINISTRATIVE REGULATION
Exempt Employee Leave Request

Number: AR2013-36Eff. Date: 30 Sept. 2013

Supersedes: _____

Date: 24 Sept. 2013City Manager Approval: _____


SECTION 1. PURPOSE & POLICY

Section 5.23 of the City personnel policy states *each eligible employee must submit a request in advance of the time he/she elects to be absent from regular duties.* This regulation will allow exempt employees to schedule partial day leave without prior approval from the City Manager.

SECTION 2. PROCEDURES

This administrative regulation is an amendment to the City of Aztec Personnel Policy, September 2013, Section 5.23 and is specific to all exempt employees within the City.

All provisions of Section 5.23 remain in effect with exception of the length of leave requested.

Exempt employees that plan to take leave less than half of their regularly scheduled work day do not need to submit a formal leave request unless they do not work a total of the 40hrs required to work in the work week. However, the employee shall formally request leave through email, phone, text message or in person and complete the appropriate documentation on their time card upon return. This will take the place of Section 3.3 paragraph 4 in personnel policy.

SECTION 3. ACTION NECESSARY

The attached acknowledgement shall be signed by the exempt employee and returned to the employee's immediate supervisor. Unless otherwise instructed by Department Head, the supervisor will return signed documents to the Human Resource Department within ten (10) days of distribution of administrative regulation.

The City of Aztec Personnel Policy and all current administrative regulations are available to employees on KIVA and from the Human Resource Department.

SECTION 5. EMPLOYEE ACKNOWLEDGEMENT

Admin Reg Effective Date: _____

I _____ am in receipt of the Administrative Regulation
(Employee name, PRINTED)
entitled **Exempt Employee Leave Request** and understand that I am required to read and become familiar with this regulation. If I have questions or need further clarification I will contact my Supervisor/Department Head, City Manager or the Human Resources Department.

Employee Signature

Date