

Truckee-Donner Recreation and Park District Policy Handbook

POLICY TITLE: Administrative Leave
POLICY NUMBER: 237

- 237.10** Exempt management employees shall receive forty (40) hours of administrative leave per year accumulated at a rate of 3.34 hours per month. These hours are treated as vacation hours and subject to all the rules under section 204 Vacation.
- 237.11** Exempt management employees are not eligible to receive overtime or compensatory time off as outlined in Section 203 Hours of Work and Overtime.