

Regulation 19 – Holidays

19.018 - ANNUAL ADMINISTRATIVE LEAVE. Each full-time permanent employee in the Civil Service shall, in each year ending June 30, be granted four (4) days of annual leave with pay, in the form of administrative leave, for any purpose at any reasonable time; provided however, that for the uniformed Fire personnel effective July 1, 1993, such days are to be computed as thirty-six (36) hours per year. Effective January 1, 2022 each full-time permanent employee in the Civil Service represented by District Council 33, or by District Council 47 or non-represented employee, shall, and in each year thereafter ending June 30, be granted five (5) days of annual leave with pay, in the form of administrative leave, for any purpose at any reasonable time; Such administrative leave, if unused in any such year, shall be neither accumulated from year to year, nor compensable at time of separation. Administrative leave for non-uniformed employees shall not be used for periods of less than a full day. Part-time permanent employees who are regularly employed and whose normal work week averages or exceeds twenty (20) hours, except those in classifications listed in Section 6.153, shall be granted and permitted to use administrative leave in proportion to their actual time worked.