

## **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 calculated as thirty (30) hours per year; 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 non-represented permanent employee in the Civil Service as well as full-time permanent employees represented by District Council 33, or by District Council 47, 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, calculated as thirty-seven (37.5) hours per year; Such administrative leave, if unused in any such year, shall be neither accumulated from year to year, nor compensable at time of separation, calculated for non-represented permanent employees and those represented by District Council 33 and District Council 47, in seven-and-one-half (7.5) hour increments. 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.

### **19.018.1 ANNUAL ADMINISTRATIVE LEAVE FOR SCHOOL CROSSING GUARDS.**

Employees permanently allocated to the School Crossing Guard class, represented by District Council 33, shall be granted 16 hours of annual leave with pay in the form of administrative leave. Such administrative leave, if unused in any such year, shall be neither accumulated from year to year, nor compensable at time of separation.