

**CITY OF COMMERCE
ADMINISTRATIVE POLICIES**

ADMINISTRATIVE LEAVE WITH PAY

1.0 PURPOSE

To establish a policy for employees who take administrative leave with pay.

2.0 POLICY

2.1 An employee ordered not to report or who cannot report for work because of inclement weather or disaster may be granted administrative leave with pay by the City Manager.

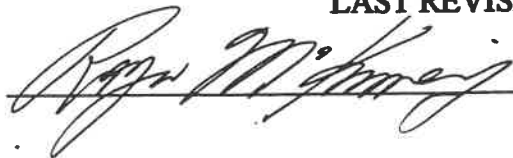
2.2 Employees will be granted sufficient administrative leave with pay, when necessary, in order to vote in an official election.

2.3 A Department Head may grant an employee administrative leave with pay for purposes of attending a professional conference, convention, training activity, legislative proceeding, or civic function or meeting, or for purposes of coordinating with governmental and private agencies and entities in the interest of the City.

EFFECTIVE: 06-01-97

LAST REVISED: 09-20-94

CITY MANAGER APPROVAL:



A handwritten signature in cursive, appearing to read "Roger M. Johnson", is written over a horizontal line.

Levwpay.adp