

SECTION 4.2.11: EMPLOYEE RECOGNITION LEAVE.

- (a) Definition. A paid absence from work granted to an eligible employee at the discretion of the appointing authority for up to a maximum of twenty-four (24) hours per fiscal year.
- (b) Conditions. The eligible employee meets the criteria established in the departmental Employee Recognition and Awards Program for an award of Employee Recognition Leave.
- (c) Duration and Use. Employee Recognition Leave may be granted in full hour increments up to a maximum of 24 hours in any fiscal year for any eligible employee. This time may be used at a time mutually agreeable to the employee and the employee's appointing authority, but must be used in the full increment in which it was awarded. This time must be used within one year from the date it was awarded.
- (d) Eligibility. This leave shall be available to those employees designated eligible in Article 5.11 (Employee Recognition and Awards Program) and in the guidelines established by each department having an approved Employee Recognition and Awards Program.

(Added 04/06/90, Ord. No. 7730)
(Amended 05/22/98, Ord. No. 8809)