

SECTION 4.2.21: PROFESSIONAL TIME OFF.

(a) Employees in Classes Designated PD and PM.

(1) General. At the discretion of the Appointing Authority and in accordance with any guidelines the Appointing Authority may issue, an employee may be granted professional time off not to exceed a maximum of one hundred twenty (120) hours per fiscal year. The Appointing Authority's decision on whether to grant professional time off shall be based on an employee's overall workload associated with assigned projects and caseload.

(2) Use of Professional Time Off.

(a) Must be approved by the Appointing Authority or the Appointing Authority's designee, either orally or in writing, prior to the commencement of the leave.

(b) Shall be limited to a cumulative maximum of one hundred twenty (120) hours in a fiscal year.

(c) Shall be limited to increments of eight (8) hours, which shall constitute a full workday.

(d) Shall not accumulate or be earned as a matter of right.

(e) Has no cash value and is ineligible for terminal payoff.

(Added 10/09/01, Ord. No. 9560)

(Added 10/09/01, Ord. No. 9561)

(Amended 03/30/18, Ord. No. 10525)

(b) Employees in Classes Designated CC and CS.

(1) General. At the discretion of the County Counsel and in accordance with the standards issued on November 17, 2003, as interpreted by memoranda dated May 12, 2004 and April 18, 2005, an employee may be granted professional time off (PTO) not to exceed a maximum of two hundred forty (240) hours per fiscal year. The decision on whether to grant Professional Time Off shall be based on the guidelines applicable to PTO, and shall take into account an employee's overall workload involving assigned projects and cases. In addition to the above referenced guidelines applicable to PTO, Professional Time Off is subject to the following conditions:

(2) Conditions.

- (a) Requests for PTO must be submitted on the Office's Leave of Absence slip and acted upon by the Appointing Authority (or his designee) prior to the commencement of the requested leave.
- (b) PTO shall be limited to a maximum of two hundred forty (240) available hours each fiscal year.
- (c) PTO shall be limited to increments of full workdays.
- (d) PTO has no cash value and is ineligible for terminal payoff.

(Amended 09/09/25, Ord. No. 10953)

(c) Employees in Classes Designated AM, AS, and DA.

- (1) General. At the discretion of the Appointing Authority and in accordance with any guidelines the Appointing Authority may issue, an employee may be granted professional time off not to exceed a maximum of two hundred forty (240) hours per fiscal year. The Appointing Authority's decision on whether to grant professional time off shall be based on an employee's overall workload associated with assigned projects and caseload.
- (2) Use of Professional Time Off.
 - (a) Must be approved by the Appointing Authority or the Appointing Authority's designee, either orally or in writing, prior to the commencement of the leave.
 - (b) Shall be limited to a cumulative maximum of two hundred forty (240) hours in a fiscal year.
 - (c) Shall be limited to increments of eight (8) hours, which shall constitute a full workday.
 - (d) Shall not accumulate or be earned as a matter of right.
 - (e) Has no cash value and is ineligible for terminal payoff.

(Added 12/09/03, Ord. No. 9618)
 (Amended 12/21/07, Ord. No. 9910)
 (Amended 07/22/08, Ord. No. 9946)
 (Amended 06/24/25, Ord. No. 10947)