	City of Albany **Administrative Policy** Benefits & Compensation Policy #: HR-BC-01-004 Title: Professional Leave	**Human Resources**

Purpose

To provide additional paid leave to exempt status employees who are not eligible for overtime pay.

Policy

Professional leave is paid leave in addition to vacation and holiday.

Eligible Employees
All exempt status employees as defined by the Fair Labor Standards Act (FLSA).

Leave Time
Employees authorized to receive professional leave will be credited eighty (80) hours at the beginning of each new fiscal year. Hours will be made available for use as of the July 1-15 timesheet period.

New Hires, Transfers, Promotions
Eligible employees who are newly hired, transferred, or promoted into an FLSA-exempt position midway through a fiscal year shall be credited pro-rated professional leave based on 3.34 hours for each full semi-monthly pay period remaining in the fiscal year.

Unused Leave
Credited but unused professional leave hours may not be carried over to the following fiscal year and are not subject to being paid out at fiscal year's end or upon termination.

Definitions

Exempt Status- A job description that meets the exempt status duties and salary tests for Administrative, Executive, or Professional job duties under the Federal Department of labor regulations, Fair Labor Standards Act (FLSA) guidelines and Oregon State law.

Fiscal Year- The City of Albany's fiscal year runs from July 1 through June 30 of the following year.

References

N/A

Review and Authorization

Supersedes: HR-BC-01-003	Created/Amended by/date: HR; 9/28/2022	Effective Date: 10/1/2022
HR Director: *Signature on File*	City Manager: *Signature on File*	

1. Form or worksheet revision related to this document?   No ☒   Yes ☐

    If yes, attach a copy of the revised form or worksheet.

2. Training required?   No ☐   Yes ☒