General Leave Policies

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Hours worked in excess of the employee's established work schedule shall be used to offset leave reported in the same overtime period. The purpose of paid leave is to maintain employee income, not enhance it. If employees work additional hours outside their normal schedule in a work week in which they also have scheduled or taken time off, the additional time worked "offsets" the time that the employee intended to cover with available leave. Therefore, the number of leave hours originally charged must be reduced by the number of additional hours worked. This offset is mandatory; the employee cannot be paid both for the leave time and the time outside of the normal schedule.

It does not apply to Holidays, Civil Leave and Other Management Approved Leave.

Note:

September 24, 2026 (Effective October 1, 2026)	Policy repealed and replaced with the Employee Leave Options policy.