



**CITY OF DUBLIN
ADMINISTRATIVE ORDERS
OF THE CITY MANAGER**

ADMINISTRATIVE ORDER 2.46
TO: All Department/Division Heads
FROM: Timothy C. Hansley, City Manager
SUBJECT: Restrictions on Usage of Leave When Insufficient Leave Balances Exist
DATE: June 6, 1994
New Administrative Order.

I. PURPOSE

The purpose of this Administrative Order is to establish a work rule restricting the usage of leave when sufficient leave balances do not exist to cover the anticipated period of absence. In addition, it is also the intent of this Administrative Order to establish reasonable procedures to ensure fiscal accountability within the payroll system. The practice of using more leave than exists in a particular leave balance, and subsequently carrying negative balances, places the City at risk during future financial audits. Such repeated occurrences could form the basis for a finding against the City of Dublin in future audit reports.

II. WORK RULE

Employees are hereby advised that it is irresponsible and inappropriate to request and use more leave time than is available within their leave balances; hence, this practice shall no longer be permitted. Effective immediately, employees shall not be permitted to carry negative balances in any leave category. It shall be the responsibility of all supervisory personnel to ensure that their employees have sufficient leave balances to cover the employee's period of absence, prior to approving the leave request.

III. PROCEDURES

The following procedures shall be effective immediately:

- A. Prior to any employee requesting leave, he/she shall ensure that a sufficient leave balance exists to cover his/her anticipated period of

absence. If an employee is uncertain as to whether a sufficient balance exists to cover such period of absence, it shall be his/her responsibility to check with the payroll clerk within the Finance Department prior to submitting the leave request to his/her supervisor.

- B. Prior to approving an employee's leave request, the supervisor shall ensure that a sufficient balance exists to cover the period of absence. To assist supervisory personnel in monitoring their employee's leave balances, the Finance Department will publish and circulate leave balance reports every pay period. Prior to approving their employee's leave request forms, supervisor's should check this leave balance report to ensure sufficient balances exist. If a supervisor is still uncertain as to whether sufficient leave balances exist, it shall be the supervisor's responsibility to call the payroll clerk to verify that sufficient balances do indeed exist, prior to approving the leave request.

- C. Should the control mechanisms in paragraphs A and B fail and an employee indeed uses more leave than exists in a given balance, said time will be charged to another appropriate leave balance (e.g. vacation, compensatory time,) for that pay period. Should such other appropriate leave balances also contain insufficient time to cover the period of absence, one hour of the employee's normal rate of pay shall be deducted from the employee's paycheck the next pay period for each hour of absence.

IV. QUESTIONS

Any questions regarding this Administrative Order should be directed to the Division of Personnel & Purchasing.