

# **MADISON COUNTY, VIRGINIA PERSONNEL POLICIES MANUAL**

## **ADMINISTRATIVE LEAVE**

**POLICY NO.**

8.14

**EFFECTIVE:**

01/02/2024

- A. Administrative leave shall be other paid leave as authorized by the County Administrator. Any paid leave specifically authorized by the Board of Supervisors, not otherwise classified by these rules, shall be classified as administrative leave.
- B. Examples of administrative leave include leave authorized by the County Administrator due to severe weather conditions, conditions which make it unsanitary or unsafe for employees to remain at work, suspension of an employee due to the investigation of a complaint, the breakdown of equipment making it impossible to perform assigned duties, or attendance at meetings.
- C. Administrative leave shall not be substituted for any other prior approved leave.