

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0627 (HR) Subject: Administrative Leave with Pay
Effective Date: 06-30-02 Last Revision: 09-01-09
Person Responsible: Human Resources Coordinator 9/01/09

Approvals/Date: Melanie Stuchter 9/01/09
Superintendent, WCBDD Date Department Director 9/1/09 Date

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| 1. Employees may be granted leave with pay when deemed necessary by the Superintendent or Appointed Authority. |
| 2. Administrative leave with pay may only be granted by the Superintendent or Appointed Authority. |

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