

South Tahoe defines 'admin time'

To the publisher,

Both private and public sector employers commonly grant Administrative Time annually to their managers, supervisors and professional level employees, who are exempt from overtime pay.



These employees often work more than 40 hours per week and this paid time off is intended to offset additional hours worked, but it does not constitute additional pay [like overtime].

We don't budget for administrative time in the budget because it is not a monetary item. Employees' total annual salaries are budgeted which would include any administrative time taken throughout the year. Staff are granted administrative leave on a calendar year basis, and the number of hours are determined by their department head or manager. There is no "cash value" to administrative time.

It is "use it or lose it" at the end of the calendar year, and cannot be carried over or cashed out upon separation from employment. The city of South Lake Tahoe currently has 39 exempt employees who are eligible to receive administrative time annually.

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