

MOHAVE COUNTY SUPERIOR COURT POLICY AND PROCEDURE

TITLE: 8.9 MANAGEMENT LEAVE

EFFECTIVE DATE: 02/09/2017
REVISED DATE:

8.91 Exempt Employee

- A. An exempt employee who is required to work extraordinary hours may be authorized to receive management leave. Authorization of this time may be granted up to a maximum of three (3) business days within a pay period at the sole discretion of the Department Head. Management leave for a Department Head requires approval of the Presiding Judge.
- B. Under no circumstances is an exempt employee to be granted management leave time on an hour-for-hour basis or greater than hour-for-hour basis for extra hours worked.