



Cochise County Judicial System

Policy Title: Birthday Leave

Policy Number: 4010

Effective: March 1, 2021

Last Reviewed/Updated: February 22, 2021

Regular status employees are granted eight (8) hours of Birthday Administrative Leave under the following provisions:

- A. Employees must take their leave during the work week of their birthday.
- B. If the employee's normal day off is on their birthday, the employee can take their leave any day within that work week (Sunday – Saturday).
- C. If an employee is scheduled to be off on their birthday, the leave may be used in lieu of personal leave or compensatory time.
- D. If an employee's normal workday is more than eight (8) hours, he/she will need to use personal or compensatory leave to make up the remaining hours.
- E. FLSA rules apply.
- F. Leave cannot be carried over.
- G. Administrative leave will be prorated for regular status part-time employees.
- H. Employees must coordinate the use of their leave with their supervisor.