

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE NAPA COUNTY BOARD OF SUPERVISORS,  
STATE OF CALIFORNIA, AMENDING CHAPTER 2.100 (PERSONNEL)  
OF TITLE 2 (ADMINISTRATION AND PERSONNEL) OF THE NAPA  
COUNTY CODE RELATING TO ADMINISTRATIVE LEAVES OF  
ABSENCE**

**WHEREAS**, on April 18, 2005, Chapter 2.100.235 was last amended by Ordinance 1257; and

**WHEREAS**, the Napa County Board of Supervisors now wishes to amend portions of Chapter 2.100 in order to give the Napa County Director of Human Resources more discretion about when to place employees on an administrative leave of absence.

**NOW, THEREFORE**, the Napa County Board of Supervisors, State of California, ordains as follows:

**SECTION I.** Section 2.100.235 (Administrative leaves of absence with pay) of Chapter 2.100 (Personnel) of the Napa County Code is hereby amended to read in full as follows:

**2.100.235     Administrative leaves of absence with pay.**

When an employee is involved in a matter which requires an investigation, or if it is in the County's best interest, a department head may place an employee on an administrative leave of absence with pay for up to three workdays. In granting such leave, the department head or their designated representative shall seek prior approval from the human resources division. The Director of Human Resources or their designee, may grant additional leave of absence with pay of up to sixty workdays. At the end of sixty-three days, the County Executive Officer or their designated representative may for good cause grant up to an additional thirty days of leave of absence with pay, at the Director of Human Resources' request. Any further extension of such leave shall require the approval of the Board of Supervisors.

**SECTION II.** If any section, subsection, sentence, clause, phrase or word of this ordinance is for any reason held to be invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance. The Napa County Board of Supervisors hereby declares it would have passed and adopted this ordinance and each and all provisions hereof irrespective of the fact that any one or more of the provisions be declared

invalid.

**SECTION III.** This ordinance shall be effective thirty (30) days from and after the date of its passage.

**SECTION IV.** A summary of this ordinance shall be published at least once five (5) days before adoption and at least once before the expiration of fifteen (15) days after its passage in the Napa Valley Register, a newspaper of general circulation published in Napa County, together with the names of members voting for and against the same.

The foregoing Ordinance was introduced and read at a regular meeting of the Napa County Board of Supervisors, State of California, held on the 26th day of March 2024, and passed at a regular meeting of the Napa County Board of Supervisors, State of California, held on the 9th day of April 2024, by the following vote:

AYES:	SUPERVISORS	_____
		_____
NOES:	SUPERVISORS	_____
ABSTAIN:	SUPERVISORS	_____
ABSENT:	SUPERVISORS	_____

NAPA COUNTY, a political subdivision of the  
State of California

\_\_\_\_\_  
JOELLE GALLAGHER, Chair of the  
Board of Supervisors

<p>APPROVED AS TO FORM Office of County Counsel</p> <p>By: <u>/S/ Susan B. Altman</u> Deputy County Counsel</p> <p>By: <u>/S/ Brandon Aguilera</u> Code Services</p> <p>Date: <u>3/14/2024</u></p>	<p>APPROVED BY THE NAPA COUNTY BOARD OF SUPERVISORS</p> <p>Date: _____</p> <p>Processed By: _____</p> <p>Deputy Clerk of the Board</p>	<p>ATTEST: NEHA HOSKINS Clerk of the Board of Supervisors</p> <p>By: _____</p>
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I HEREBY CERTIFY THAT THE ORDINANCE ABOVE WAS POSTED IN THE OFFICE OF THE CLERK OF THE BOARD IN THE ADMINISTRATIVE BUILDING, 1195 THIRD STREET, ROOM 310, NAPA, CALIFORNIA ON \_\_\_\_\_.

\_\_\_\_\_, DEPUTY  
NEHA HOSKINS, CLERK OF THE BOARD