



## **Policy and Procedure on Administrative Leave**

*(Approved by the President on December 10, 1992; revised January 7, 2004)*

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### **I. PURPOSE & APPLICABILITY**

This document establishes procedures for implementation of BOR VII – 7.20 Policy on Administrative Leave for Administrative and Classified Personnel and establishes a policy and procedure on Administrative Leave for Contingent Category II and faculty employees. This policy permits an employee, under certain circumstances, to be absent from duty without loss of any pay or without charge to the employee's accrued leave.

### **II. BACKGROUND**

BOR VII – 7.20 Policy on Administrative Leave for Administrative and Classified Personnel allows an institution President to implement Administrative Leave for any purpose considered to be in the best interests of the institution. This policy and procedure updates and replaces UMBI VII – 7.20(A) Policy on Administrative Leave for Administrative and Classified Personnel. It applies to both regular and Contingent Category II Exempt and Nonexempt staff and to regular and contractual faculty.

### **III. DEFINITIONS**

- A. Unit Head – refers to the UMBI President, Vice Presidents, and Center Directors.
- B. Exempt Employees – refers to employees in the former categories of Academic Administrators, Associate Staff, Unclassified and Classified-Exempt employees and generally includes managerial, administrative and professional staff.
- C. Faculty Employees – refers to employees in titles designated as faculty in BOR II – 1.00 University System Policy on Appointment, Rank and Tenure of Faculty.
- D. Nonexempt Employees – refers to employees in the former Classified Staff category and generally includes maintenance, office, service, and technical staff.

### **IV. POLICY**

The President may grant or require Administrative Leave consistent with BOR VII – 7.20 Policy on Administrative Leave for Administrative and Classified Personnel. The President may delegate authority to grant Administrative Leave to designated officials in the UMBI administration.

### **V. PROCEDURES**

#### **A. Administrative Leave for Facility Closings**

Through this procedure, UMBI facilities may be closed and Administrative Leave may be approved.

##### **1. Emergency Conditions**

A Unit Head may grant Administrative Leave when emergency conditions exist.

See BOR VI - 12.20 Policy on Emergency Conditions and UMBI VII - 12.20(A) UMBI Procedure on Emergency Conditions.

### 2. Other Facility Closings

If a Unit Head wishes to close the facility and grant Administrative Leave to employees for any reason other than emergency conditions, a written request shall be submitted to the President at least 3 days in advance of the proposed closing (time permitting), indicating the date(s) and time(s) of closing and the name of the person to be notified of the decision. The President shall communicate a decision on the request in writing to the person designated in the request. For the purposes of this section of the policy, the Vice President for Operations and Finance shall receive and decide such requests in the absence of the President.

If the President or Vice President for Operations and Finance elects to close UMBI facilities and/or the Central Administration/Executive Offices, notice shall be provided to Unit Heads and their designees, preferably with at least 24 hours notice. If this notice period is not possible, the Unit Head and designees will be notified by the fastest possible method.

### B. Administrative Leave for Other Purposes

The Assistant Vice President for Human Resources shall be the President's designee for purposes of leave approval under Section IV of BOR VII-7.20. He/She may approve a request for Administrative Leave or may require an employee to take Administrative Leave for any purpose considered to be in the best interests of UMBI.

1. An employee may submit a written request for Administrative Leave to the supervisor at least five (5) working days before the requested leave is to commence. The request shall include the purpose and duration of the leave and an explanation of why Administrative Leave should be granted rather than some other type of leave. If the supervisor approves such leave, the request shall be forwarded to the Unit Head. The Unit Head shall approve or deny the request and shall forward an approved request to the Assistant Vice President for Human Resources. The Assistant Vice President for Human Resources shall inform the Unit Head in writing of the final decision on the request. The Unit Head shall relay the decision in writing to the supervisor, who shall, in turn, notify the employee in writing of the decision.
2. A supervisor may submit to the Unit Head a written request that an employee be placed on Administrative Leave for a purpose considered to be in the best interest of the University. The request shall include the purpose and duration of the leave and an explanation of why Administrative Leave should be granted rather than some other type of leave. If the Unit Head supports the request, he/she shall forward the request to the Assistant Vice President for Human Resources. The Assistant Vice President for Human Resources shall inform the Unit Head in writing of the final decision on the request. The Unit Head shall relay the decision in writing to the supervisor, who shall, in turn, notify the employee in writing of the decision.
3. A Unit Head may request that an employee be placed on Administrative Leave for a purpose considered to be in the best interest of the University. The Unit Head shall forward a written request to the Assistant Vice President for Human Resources. The request shall include the purpose and duration of the leave

and an explanation of why Administrative Leave should be granted rather than some other type of leave. The Assistant Vice President for Human Resources shall inform the Unit Head in writing of the final decision on the request. The Unit Head shall relay the decision in writing to the supervisor, who shall, in turn, notify the employee in writing of the decision.

### C. Attendance at Employee Organization Events

Administrative Leave may be granted upon request in accord with the provisions of BOR policy VII-7.20, Section II. The Assistant Vice President for Human Resources shall inform the appropriate Unit Head or designee of final decisions on such requests.

## VI. Time Reporting

The number of hours used as Administrative Leave shall be reported on the employee's time report using the appropriate code for Paid Administrative Leave.

**APPROVED:** Jennie C. Hunter-Cevera