

## USM Bylaws, Policies and Procedures of the Board of Regents

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### **VII - 7.20 – POLICY ON ADMINISTRATIVE LEAVE FOR NONEXEMPT AND EXEMPT STAFF EMPLOYEES**

(Approved by the Board of Regents, February 28, 1992; Amended October 9, 2015)

#### **I. PURPOSE AND APPLICABILITY:**

To establish a leave category called Administrative Leave for all regular Nonexempt and Exempt employees which 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. EMERGENCY CONDITIONS:**

Administrative Leave may be granted when emergency conditions exist. (See the BOR VI-12.00 Policy on Emergency Conditions: Cancellation of Classes and Release of Employees).

#### **III. FOR ATTENDANCE AT EMPLOYEE ORGANIZATION EVENTS:**

- A. Any employee organization which is permitted to collect dues by payroll deduction may request that its member employees be released from their normal duties for the purpose of participating in approved organization activities.
- B. The total amount of Administrative Leave granted to employees of any employee organization at any institution during a fiscal year may not exceed one day for every 20 employees of that organization who have dues collected by payroll deduction as of July 1 of that fiscal year.
- C. All requests for Administrative Leave shall be submitted to the institution Chief Human Resources Officer (CHRO) 30 calendar days in advance of the event and shall include:
  - 1. A general description of the event and its purpose;
  - 2. The date and location of the event;
  - 3. The names of employee members for whom Administrative Leave is being requested.

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- D. After verifying the validity of the request and the accuracy of the time being requested, the institution CHRO may approve administrative leave if the employee's services can be spared without impairing the services of the department(s) involved.
- E. If the employee organization needs to substitute employee members for those previously granted administrative leave, or substitute new dates, such requests will be submitted to the institution Director of Human Resources/Personnel for approval. Such substitutions may be approved if the substitution will not impair the services of the unit.

### **IV. ADMINISTRATIVE LEAVE FOR OTHER PURPOSES:**

The President or designee 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 the institution.

### **IMPLEMENTATION PROCEDURES:**

Each President shall identify his/her designee(s) as appropriate for this policy, develop procedures as necessary to implement this policy, communicate this policy and applicable procedures to his/her institutional community, and post it on its institutional website.