

USM Bylaws, Policies and Procedures of the Board of Regents

USM HR Policy Review Sheet

Policy Number: VII – 7.20

New Policy Title: Policy on Administrative Leave for Nonexempt and Exempt Staff Employees

Old Policy Title: Policy on Administrative Leave for Administrative and Classified Personnel

1. Policy Application: Nonexempt Staff Exempt Staff Faculty Contingent Staff
 All Other: _____

2. Proposed Revisions

Terminology outdated

Re-Formatting

Title Change

Obsolete provisions deleted

Merge with other policy: _____

Clarifications: Entered full name of referenced policies

Transfer to another policy or chapter: _____

Updates to reflect changes in law

Incorporate USM-wide existing practice into policy

Incorporated Pre-USM Policy:

Fills gap in policy:

Added definitions

Other revisions: _____

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D R A F T 8-4-2011

VII - 7.20 – POLICY ON ADMINISTRATIVE LEAVE FOR ~~ADMINISTRATIVE NONEXEMPT~~ AND ~~CLASSIFIED PERSONNEL~~ EXEMPT STAFF EMPLOYEES

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

I. PURPOSE AND APPLICABILITY:

To establish a leave category called Administrative Leave for all regular ~~administrative Nonexempt~~ and ~~classified-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 P 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 ~~Director of Human Resources/Personnel~~ 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;

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3. The names of employee members for whom Administrative Leave is being requested.
- D. After verifying the validity of the request and the accuracy of the time being requested, the institution ~~Director of Human Resources/Personnel~~ 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 ~~institution Chief Executive Officer (CEO)~~ 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.

~~Each Chief Executive Officer shall identify his/her designee(s) as appropriate for this policy; shall develop procedures as necessary to implement this policy; shall communicate this policy and applicable procedures to his/her institutional community; and shall forward a copy of such designations and procedures to the Chancellor.~~

Replacement for:

~~UM Personnel Policies and Rules for Classified Employees – Section VI – Leave with Pay, page VI-21.~~

~~Laws Relating to and Governing Policies and Procedures of the Board of Trustees of the State Universities and Colleges of Maryland, Section VI. Administrative Officers, page VI-3.~~

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~~BOR III 12.00, Policy on Academic Administrators/Associate Staff Time Keeping Record,
page 4.~~