

POLICIES AND PROCEDURES FOR TIME AND ATTENDANCE ADMINISTRATIVE LEAVE WITH PAY

POLICY SUMMARY

Administrative leave may be granted to eligible employees to participate in specified Administrative University and civic activities, or because of natural or other emergencies.

Exempt Employees

Administrative leave status shall not be required for exempt employees for absences of less than one full day; or for part-time Exempt employees for absences less than their part-time schedule.

RELATED POLICIES, CONTRACT ARTICLES AND REFERENCES

- A. Personnel Policies for Staff Members (PPSM) – employees not covered by representation:
 - [Absence from Work Policy](#)
 - [PPSM 70 – Complaint Resolution](#)
- B. [Collective Bargaining Agreements](#)
- C. [Delegations of Authority](#)

AUTHORITY

- Paid administrative leave for MSP Education and Professional Development purposes is approved by the Chancellor
- Paid Administrative leave for emergencies and University Functions is approved by the Chancellor or Executive Vice Chancellor
- Unit Head/Supervisor/Designee may approve other administrative leaves with pay

CRITERIA

JURY DUTY and GRAND JURY DUTY

Refer to appropriate [Personnel Policies for Staff Members \(PPSM\)](#) and [collective bargaining agreements](#) for information on when a full-time, part-time career or non-career employee is eligible for pay for jury service and grand jury service.

ADMINISTRATIVE / LEGAL PROCEEDINGS

Proceedings Involving the University:

- When an employee is required to attend administrative or legal proceedings involving the University, attendance counts as time worked.

Proceedings Not Involving the University:

Exempt Employees

- A career employee on any work schedule shall be granted administrative leave with pay for work days spent as a witness in an administrative or legal proceeding not involving the University when served with a subpoena, which compels the employee's presence as a witness. Such pay shall not exceed the pay for the employee's normal workday and the employee's normal workweek.

Non-Exempt Employees

- A career employee on any shift or work schedule shall be granted administrative leave with pay for actual time spent at administrative or legal proceedings not involving the University and related travel when served with a subpoena that compels the employee's presence as a witness. Such pay shall not exceed the pay for the employee's normal workday and the employee's normal workweek.

Expert Witness Duty

- Leave with pay shall be granted when an employee is called or subpoenaed as a paid expert witness in a proceeding involving or on behalf of the University, but not when called or subpoenaed as a paid expert witness for a non-University proceeding.

Complaint Resolution Activities

- Refer to personnel policies and/or collective bargaining agreements for information regarding time spend in complaint resolution activities.

VOTING

Non-Exempt Employees

- An employee may be granted leave with pay up to a maximum of two hours to vote, if the employee is scheduled to work eight (8) hours or more on that day, and if the employee does not have time to vote outside working hours.

BLOOD DONATIONS

Non-Exempt Employees

- An employee may be granted up to a maximum of two hours leave with pay to donate blood during regularly scheduled work hours.
- Refer to collective bargaining agreements for information specific to represented employees.

UNIVERSITY FUNCTIONS

Non-Exempt Employees

- A non-exempt employee may be granted administrative leave with pay to attend University meetings or functions during regularly scheduled hours of work as designated by the Chancellor.

EMERGENCIES

Exempt Employees

- In the event of emergencies, if formally authorized by the Chancellor or Executive Vice Chancellor, employees may be granted emergency leaves; such leaves are recorded only if the absence is for their entire scheduled workday.

Non-Exempt Employees

- In the event of emergencies, if formally authorized by the Chancellor or Executive Vice Chancellor, employees may be granted administrative leave with pay for the actual hours they were scheduled to work.

INVESTIGATORY LEAVE

- The University may place an employee on investigatory leave with or without prior notice in order to review or investigate actions; including but not limited to dishonesty, theft or misappropriation of University property, fighting on the job, insubordination, acts endangering others, or other conduct which warrants relieving the employee immediately from all work duties. If the leave is instituted:
 - The leave shall be confirmed in writing, stating the reason and the expected duration of the leave.
 - Upon conclusion of the investigation, the employee shall be informed in writing of the actual dates and pay status of the leave.
- Refer to the [appropriate policy and collective bargaining agreements](#) since there is variation regarding the length of time of an investigatory leave, compensation, noticing, and employee response entitlement.

UNION BUSINESS

- Represented employees may be eligible for a leave of absence with pay for Union business for periods of one day up to a maximum of three years.
- Refer to collective bargaining agreements to determine if the union will reimburse the University. [Campus procedures for approval and reimbursement are under development.]

EDUCATION AND PROFESSIONAL DEVELOPMENT LEAVE: MANAGERS & SENIOR PROFESSIONALS (MSP)

- With approval by the Chancellor, MSP employees may have up to five (5) months education or professional development leave based on criteria specified in policy. [MAP policy will apply to MSP employees only until such time a campus-wide policy is developed for education and professional development leave.]

HR SERVICE TEAM REPRESENTATIVE (HRSTR) PROCEDURE

Paper Based System:

Exempt Employees:

- Verify that the administrative leave hours are correct in the “Other Leave” section of the Leave Use and Accrual Record (e.g., full days for full-time employees; or full, part-time days for part-time employees and the appropriate type of Administrative leave is recorded).

Non-Exempt Employees:

- Verify that the administrative leave hours are correct in the “Hours Actually Worked” section of the Attendance, Leave Use and Accrual Record, to the nearest ¼ hour and the appropriate type of Administrative leave is recorded.

CruzPay

Exempt Employees:

- Validate that the employee entered the Administrative leave pay code correctly on the timesheet (e.g., full days for full-time employees; or full, part-time days for part-time employees and the appropriate type of Administrative leave is recorded).

Non-Exempt Employees:

- Validate that the employee entered the Administrative leave pay code correctly on the timesheet to the nearest ¼ hour and the appropriate type of Administrative leave is recorded.