

STANDARD ADMINISTRATIVE PROCEDURE

31.01.01.M5.01 Administrative Leave with Pay

Approved June 6, 2001

Revised February 11, 2009

Next scheduled review: February 11, 2012

Standard Administrative Procedure Statement

Administrative Leave with Pay may be granted to any regular employee for special outstanding accomplishments or performance.

Procedures and Responsibilities

1. PROCEDURES

- 1.1 Complete the [Administrative Leave With Pay Application and Approval Form](#) and forward to the department Vice President or designee for approval.
- 1.2 Up to a total of thirty-two (32) hours of Administrative Leave with Pay may be granted to an employee per fiscal year in increments of four (4) or eight (8) hours.
- 1.3 Awards of Administrative Leave with Pay should be taken within the fiscal year they are awarded, if practical, and may not be converted to any other type of leave. Administrative Leave with Pay may not be transferred or paid should the employee end their employment relationship in the department from which the award was made. In addition, Administrative Leave with Pay will not be paid to the estate of a deceased employee.

2. RECORDKEEPING

- 2.1 Administrative Leave with Pay will be taken and accounted for in accordance with leave policies and procedures. An employee who has received an award of Administrative Leave with Pay may request to use that leave by submitting a request for the leave using the “other leave” category on the Texas A&M University Request for Personal Leave.
- 2.2 Department heads, or their designees, will maintain a copy of the [Administrative Leave With Pay Application and Approval Form](#) in the employee’s personnel file.

Related Statutes, Policies, Regulations, and Rules

Policy 31.03: *Leaves of Absence*

<http://tamus.edu/offices/policy/policies/pdf/31-03.pdf>

Regulation 31.03.03: *Leave of Absence With Pay*

<http://tamus.edu/offices/policy/policies/pdf/31-03-03.pdf>

Regulation 31.99.02: *Service Awards*

<http://tamus.edu/offices/policy/policies/pdf/31-99-02.pdf>

Rules 31.01.01.M5: *Flexible Compensation Programs*

<http://rules-saps.tamu.edu/PDFs/31.01.01.M5.pdf>

Forms

[Administrative Leave With Pay Application and Approval Form](#)

Contact Office

For information on clarification on this SAP contact Human Resources, Total Compensation at (979) 845-4170 or by email at hrcompbenefits@tamu.edu.

OFFICE OF RESPONSIBILITY: [Human Resources](#)