

# STANDARD ADMINISTRATIVE PROCEDURE

## 31.01.01.M5.01 Administrative Leave with Pay

*Approved June 6, 2001*

*Revised February 11, 2009*

*Revised January 19, 2012*

*Revised March 21, 2012*

*Next scheduled review: March 21, 2017*

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### Standard Administrative Procedure Statement

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Administrative Leave with Pay may be granted to any regular employee in a leave eligible position for outstanding job-related accomplishments or performance.

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### Procedures and Responsibilities

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#### 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 twelve (12) months of the award. The employee must be notified of the award and the date by which it should be used.
- 1.4 Any exceptions to the timeframe in which the leave should be taken (less than or more than 12 months), must be approved by the department head before expiration of the leave and communicated to the employee in writing.
- 1.5 Administrative Leave may not be converted to any other type of leave.
- 1.6 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 Leave of Absence with Pay category on the Texas A&M University Request for Personal Leave and selecting Administrative 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.

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**Related Statutes, Policies, Regulations, and Rules**

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[System Policy 31.03: Leaves of Absence](#)

[System Regulation 31.03.03: Leave of Absence With Pay](#)

[System Regulation 31.01.10: Service Awards](#)

[University Rule 31.01.01.M5: Flexible Compensation Programs](#)

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**Forms**

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

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**Contact Office**

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For information on clarification on this SAP contact Human Resources, Benefits Services at (979) 862-1718 or by email at [hrcombenefits@tamu.edu](mailto:hrcombenefits@tamu.edu).

**OFFICE OF RESPONSIBILITY:** [Human Resources](#)