

## **Administrative Leave** <sup>[1]</sup>

### **Administrative leave is available by discretion of supervisors and departments.**

Employee types listed here are eligible to receive administrative leave.

- University Staff
- 12-month Faculty
- Classified Staff

CU may grant short-term or extended paid administrative leave to university staff members.

#### **Short-term administrative leave**

- Maximum allowance of 10 days, or 80 hours, in a 12-month period.
- General guiding principle: Leave must be good for the university and the state.
- Authorized by supervisors in advance, unless deemed an exceptional circumstance.

#### **Extended administrative leave**

- Granted when employees are the subject of disciplinary action or an investigation.
- Leave amount based on how long the investigation runs.
- Authorized by the president or chancellors, or their designees.

#### **How to track in My Leave**

1. Login to the employee portal <sup>[2]</sup>.
2. Select the **My Leave tile**.
3. Click the day(s) you require leave.
4. Under **Earnings Code**, choose **Administrative Leave**.
5. Under **Status**, select either **Mark as Taken** or **Submit a Request**, depending on whether your time already occurred or will be happening in the future.

CU may grant short-term or extended paid administrative leave to faculty members on 12-month appointments.

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Your supervisor/appointing authority may place you on paid administrative to release you from your official duties for the good of the state. In determining what is for the good of the state, an appointing authority must consider prudent use of taxpayer and personal services dollars and the business needs of the department.

Administrative leave is not intended to be a substitute for corrective or disciplinary action or other benefits and leave.

## Work time vs. administrative leave

The following activities performed in an official employment capacity are not types of administrative leave:

- job-related training and meetings
- voluntary training
- conferences
- participation in hearings or settlement conferences at the direction of the board or director
- job-related testimony in court
- official government hearings required by an appointing authority or subpoena

## Rules

- Administrative leave that exceeds 20 consecutive working days must be reported to the department head and director.
- An appointing authority may grant administrative leave up to five (5) days for local emergencies, or 15 days for national emergencies, per fiscal year to employees who are certified disaster service volunteers of the American Red Cross.
- If a department head adopts a policy granting one period of administrative leave for an initial call up to active military service in the war against terrorism, it shall not exceed 90

days and applies after the employee has exhausted his/her paid military leave. It is only used to make up the difference between the employee's base salary (excluding premiums), and total gross military pay and allowances. The employee must furnish proof of military pay and allowances. This leave does not apply to regular military obligations, such as the annual encampment and training.

- A department shall adopt a policy to address whether or not to grant administrative leave for employee participation in community or school volunteer activities.

## **Administrative leave must be granted for the following**

- Two (2) hours to participate in general elections if the employee does not have three (3) hours of unscheduled work time during the hours the polls are open
- Up to two (2) days per fiscal year for organ, tissue or bone donation for transplants
- To serve as an uncompensated election judge unless a supervisor determines that the employee's attendance on Election Day is essential. The employee must provide evidence of service.
- Up to 15 days in a fiscal year when qualified volunteers or members of the Civil Air Patrol are directed to serve during a declared local disaster, provided the employee returns the next scheduled workday once relieved from the volunteer service.

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### **Groups audience:**

Employee Services

### **Right Sidebar:**

ES: Payroll Contact

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**Source URL:** <https://www.cu.edu/employee-services/leave/other-types-leave/administrative-leave>

### **Links**

[1] <https://www.cu.edu/employee-services/leave/other-types-leave/administrative-leave> [2]

<https://my.cu.edu>