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## **APS 5021 - Paid Administrative Leave for University Staff and Faculty on Twelve-Month Appointments**

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### **Policy Profile**

<b>Policy Title:</b>	Paid Administrative Leave for University Staff and Faculty on Twelve-Month Appointments
<b>APS Number:</b>	5021
<b>Effective:</b>	January 1, 2011
<b>Approved by:</b>	President Bruce D. Benson
<b>Responsible University Officer:</b>	Vice President, Employee and Information Services
<b>Responsible Office:</b>	Vice President, Employee and Information Services
<b>Policy Contact:</b>	Vice President, Employee and Information Services 303-860-5617
<b>Supersedes:</b>	January 23, 2004
<b>Last Reviewed/Updated:</b>	January 1, 2011
<b>Applies to:</b>	All campuses

### **Policy Snapshot**

**Brief Description:** Explains the process for paid administrative leave for university staff and faculty on twelve-month appointments.

**Reason for Policy:** Comply with State law and [Regent Policy 11E](#).

### **I. Introduction**

Short-term paid administrative leave is permitted for university staff and faculty on twelve-

month appointments, all of whom are exempt from the State Personnel System (eligible employees). This Administrative Policy Statement implements the Board's amended Regent Policy 11E.

## II. Policy Statement

### A. Extended Paid Administrative Leave

If a university staff or faculty member on a twelve-month appointment is the subject of disciplinary action or an investigation, extended paid administrative leave may be authorized for such employee for a reasonable period of time. In such circumstances, a reasonable period of time will be determined based upon the length of time it takes to complete an investigation. Only the president or chancellors, or their designees, may authorize extended paid administrative leave for university staff and twelve-month faculty for investigative purposes.

However, the president or chancellors, or their designees, reserve the right to place university staff or faculty on twelve-month appointment on extended leave without pay.

### B. Short-Term Paid Administrative Leave

Supervisors of eligible employees may authorize short-term paid administrative leave for the purposes described in this policy. A maximum of ten (10) days or eighty (80) hours of short-term administrative leave may be granted over a twelve-month period.

Short-term paid administrative leave is not an entitlement or benefit. Authorization of short-term paid administrative leave for eligible employees rests within the sole discretion of their supervisors as exercised within the guidelines described in this policy.

#### 1. Purpose of Short-Term Paid Administrative Leave.

Supervisors may authorize short-term paid administrative leave for eligible employees for reasons determined to be for the good of the university and the state. Supervisors shall consider prudent use of taxpayer dollars and the business needs of the university in determining whether such leave is for the good of the state. Such reasons include, but are not limited to, incentive rewards, coursework directly related to employment, and participation in school or community volunteer activities.

Short-term paid administrative leave may also be authorized for eligible employees whose workloads (e.g., specific long or short term projects) require them to work significantly beyond their normal work schedules (as established by their individual supervisors) for prolonged periods of time when such leave is found to be necessary to maintain employee performance or morale or in recognition of extraordinary work performance.

Use of short-term paid administrative leave is not required for eligible employees for the purpose of attending or participating in professional or academic seminars or conferences, participation in official activities of university employee organizations or other similar events, or supervisor required training. These

activities are considered to be work time for which leave is not required.

## 2. Authorization of Short-Term Paid Administrative Leave

Ordinarily, eligible employees must have their supervisor's authorization prior to taking short-term paid administrative leave. In exceptional circumstances, short-term paid administrative leave may be authorized retroactively.

## C. Reporting Requirements

All use of paid administrative leave for eligible employees, except in situations of campus closures, must be reported by use of the university's time collection procedures. The president shall review the use of short-term paid administrative leave on an annual basis.

## III. Interpretation

The Office of the Vice President, Employee and Information Services shall interpret this policy.

## IV. History

- Original policy January 23, 2004
- Revised January 1, 2011
- The term "officers and exempt professionals" was replaced with the term "university staff" effective November 1, 2014.

### **Attachments:**

**Video:**

**Images:**

**Groups audience:**

Office of Policy and Efficiency (OPE)

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**Source URL:** <https://www.cu.edu/ope/efficiency-and-effectiveness/presidents-task-force-efficiency/aps-5021-paid-administrative-leave>