

31.03.03.E0.01 Administrative Leave With Pay

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Supplements System Policy 31.03, System Regulation 31.03.03

Standard Administrative Procedure Summary

This Standard Administrative Procedure (SAP) outlines the general provisions for granting administrative leave with pay, the procedures and record keeping responsibilities. This SAP is developed in coordination with System Policy 31.03, Regulation 31.03.03 and Section 661.911 of the Texas Government Code. This SAP explains the procedures to be followed by the supervisor and division head to request Administrative Leave with Pay, in recognition of an employee's outstanding performance and outlines the eligibility requirements for granting leave.

Procedures and Responsibilities

1. GENERAL

- 1.1 Section 661.911 of the Texas Government Code authorizes that administrative leave with pay, not to exceed 32 hours during a fiscal year, may be granted to state employees as a reward for outstanding performance as documented by an employee performance appraisal.
- 1.2 Administrative Leave With Pay was established as special recognition for an employee whose job performance and productivity consistently exceeds the criteria established for the position; that demonstrates an ability to accomplish tasks timely and efficiently; who has successfully completed a special project of significant importance; and/or who is a significant contributor to the continued success of the Texas A&M Engineering Experiment Station (TEES).
- 1.3 Administrative Leave is an award and should not be considered an employee entitlement.

2. PROCEDURES

- 2.1 Up to 32 hours of Administrative Leave With Pay may be granted to an employee per fiscal year.
- 2.2 Administrative Leave With Pay may be granted only in eight-hour increments.

- 2.3 Employees must be in a budgeted, leave-eligible position, and up to date on all Texas A&M University System required trainings to qualify for Administrative Leave with Pay.
- 2.4 Awards of Administrative Leave With Pay may not be converted to any other type of leave.
- 2.5 The request shall be submitted through the [Administrative Leave with Pay Request Form](#) by the employee's supervisor and will include justification for the award and confirmation that the established criteria have been met.
 - 2.5.1 The employee performance evaluation must be current, and approved by the employee and supervisor through Workday.
 - 2.5.2 The evaluation must provide evidence that the employee has demonstrated outstanding performance.
- 2.6 The request will be routed electronically through the division head to Engineering Human Resources for review. The approval process will include a review of the justification documentation regarding the employee's ability to consistently perform at or above that expected by the position description.
- 2.7 Engineering Human Resources maintains approval authority for the granting of Administrative Leave within TEES.

3. RECORDKEEPING

- 3.1 The employee's use of Administrative Leave With Pay should follow TEES processes for the use of vacation leave. An employee who has received an award of Administrative Leave with Pay may request to use that leave by submitting a Request Time Off and selecting leave type "2-Administrative" in Workday.
- 3.2 Administrative Leave With Pay may not be transferred or paid should the employee end the employment relationship with the division from which the award was made. In addition, unused Administrative Leave With Pay will not be paid to the estate of a deceased employee.
- 3.3 A copy of the approved request granting the Administrative Leave With Pay will be filed in the employee's personnel file.
- 3.4 Engineering Human Resources will conduct periodic reviews to ensure the provisions of this process are being followed.

Related Statutes, Policies, or Requirements

[Policy 31.03, Leaves of Absence](#)

[Regulation 31.03.03, Leave of Absence with Pay](#)

[Texas Government Code Section 661.911](#)

[Administrative Leave with Pay Request Form](#)

Contact Office

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