

Pursuant to 9/7/2022 Board of Curators approval of the staff leave plan design,  
"Non-material changes to related CRRs appropriate for implementation of this recommended action may be made with the approval of the Vice President of Human Resources or designee, subject to review and approval by the Office of General Counsel that the changes do not alter the substantive legal or policy effect of the rules and regulations."

## Collected Rules and Regulations

### Personnel

#### Chapter 340: Employee Absences

##### **340.080 Administrative Leave**

Adopted Bd. Min. 06-11-10; [Amended 1-1-24](#);

A. Administrative leave is paid time off for an employee's absence from work on those rare occasions when the employee is absent from the worksite at the direction of the University. Administrative leave is not an entitlement or benefit. Administrative leave for eligible employees must be authorized by the President, Vice President, Chancellor, or designee. In the event administrative leave is authorized, the employee will be granted the time off from work without loss of pay or other paid time off (e.g., [PTO, comp time](#)).

Deleted: vacation, sick or personal days

B. Regular administrative, service and support employees are eligible for administrative leave.

C. All use of administrative leave for eligible employees must be reported by use of the University's time collection procedures.