

## UC Davis Personnel Policies for Staff Members

### Leaves

#### Section 46, Administrative Leave

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Responsible Department: Human Resources

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#### 46.A. GENERAL

**Note 1--Authority.** A supervisor has the authority to grant or deny a request for administrative leave and to determine the pay status for the leave.

**Note 2--Jury and Witness Fees.** The employee may keep all jury and witness fees. No pay offset is made on account of them. See also Policy & Procedure Manual Section 320-30 (campus) or Section 1503 (UCDHS).

**Note 3--Notification.** The employee shall ask his or her supervisor for leave no later than the next work day after learning of the need for leave.

**Note 4--Documentation.** If asked for by the supervisor, the employee must turn in proof of the need for leave (e.g., jury summons or ballot stub).

#### 46.C. ADMINISTRATIVE AND LEGAL PROCEEDINGS

**Note 1--Employee Grievances.** Leave for parties and their representatives is scheduled and paid as described in Policy 70. Leave for witnesses is scheduled and paid as described in Policy 46.

#### 46.E. EMERGENCIES

**Note 1--Authorization.** A department head may grant leave with pay during an emergency when authorized by the Chancellor or the Associate Vice Chancellor--Human Resources. The authorization will be posted on the Web at <http://directives.ucdavis.edu>. When department operations are curtailed in other circumstances, employees must use accrued leave or leave without pay, as described in Policy 43.G.

#### 46.F. OTHER ADMINISTRATIVE LEAVES

**Note 1--Authority.** The Chancellor or Associate Vice Chancellor--Human Resources may designate a UC function as "Release Time Is Appropriate." If an employee asks to attend such a function, the supervisor shall allow time off, unless operational needs prevent it.

**Note 2--Job Interview.** See Policy 21.C.

#### UCD PROCEDURE 46.1--ADMINISTRATIVE LEAVE

- a. The employee asks the supervisor for leave. The employee gives the supervisor the supporting documents upon request.
- b. The supervisor grants or denies the request. If the law or Policy 46 gives the employee the right to time off, the request must be granted.
- c. If a jury summons or subpoena conflicts with work duties, the employee can ask the person who

issued it to reschedule. However, the employee is not obligated to do so.

- d. If the leave is granted, the supervisor determines the pay status for the leave:

Does Policy 46 grant pay for the leave? If so, no accrued leave is used.

Is the employee an exempt employee? If so, no accrued leave is used for a leave of less than one day.

If the law requires the University to grant the leave, but Policy 46 does not provide leave with pay, the department must allow the employee to use vacation, compensatory time, or unpaid personal leave.

- e. The department enters transactions, if required, in the payroll and/or leave accounting systems.