



RUTGERS POLICY

Section: 60.3.3

Section Title: HR/Non-Academic Employees

Policy Name: Administrative Leave

Formerly: 3.6.4

Approval Authority: Senior Vice President for Finance and Administration

Responsible Executive: Senior Vice President for Finance and Administration

Responsible Office: University Human Resources

Originally Issued: 9/76

Revisions: 12/91; 11/98; 12/9/04, 8/2/06 (Updated titles)

Errors or changes? Contact: policies@hr.rutgers.edu

- 1. Policy Statement**
Regularly appointed staff members may be granted up to three days of administrative leave in a fiscal year in accordance with the policy's regulations.
- 2. Reason for Policy**
Administrative leave shall be scheduled and approved by the department head in advance, except in unforeseeable emergencies. When there are more requests than can be granted at one time, priorities in granting requests shall be: emergencies; observance of religious holidays or days of celebration; personal matters.
- 3. Who Should Read This Policy**
All members of the Rutgers University community
- 4. Related Documents**
None
- 5. Contacts**
University Human Resources
Office of Labor Relations and Consulting Services 732-932-3020 ext. 4040
- 6. The Policy**
Regularly appointed staff members may be granted up to three days of administrative leave in a fiscal year in accordance with the following regulations.

- A. On initial employment, employees appointed on a 12-month basis July 1 or later shall be granted ½ day of administrative leave after each full calendar month of service in the first fiscal year of employment to a maximum of three days.
- B. Thereafter, the yearly allowance of three days shall become available at the beginning of each fiscal year for its intended purpose as outlined in Paragraph D. Administrative Leave must be scheduled in blocks of one hour or more.
- C. Administrative leave shall not be cumulative and any such leave credit remaining unused by an employee at the end of the fiscal year or upon separation shall be cancelled.
- D. Administrative leave shall be scheduled and approved by the department head in advance, except in unforeseeable emergencies. It shall be granted upon request of an employee provided it does not interfere with the proper discharge of work in the unit involved. When there are more requests than can be granted at one time, priorities in granting requests shall be:
 - (1) Emergencies.
 - (2) Observance of religious holidays or days of celebration, but not university holidays.
 - (3) Personal matters.
- E. Individuals employed on a 10-month basis shall be granted administrative leave on the same basis as 12-month employees except the maximum shall be 2-1/2 days per year.
- F. Administrative leave for regularly appointed part-time 10-month and 12-month employees shall be prorated in accordance with the length of their work week.
- G. Administrative leave may be taken for the reasons shown in Paragraph D in conjunction with other types of leave.
- H. Any administrative leave taken must be recorded in the Absence Record System as "AL."

Always refer to the appropriate collective negotiations agreements for any variations or additional details in the above policy.