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## Personnel Policies for Staff Members

### II-46 Administrative Leaves With Pay

#### A. GENERAL

A Senior Manager who does not also hold an academic title which qualifies for accrual of sabbatical leave credit may be granted administrative leave with full or part pay in accordance with the conditions contained in the chart below.

Individual Requesting Leave	Duration of Leave	Approval Authority
President Principal Officer of the Regents	Any length	Board of Regents
Chancellor Laboratory Director Senior Vice President Vice President	0 - 3 months	President
	Over 3 months	Board of Regents
Officer of the University not specified above	0 - 6 months	President
	Over 6 months	Board of Regents
Other Senior	0 - 6	Chancellor or

Management Appointees	months	Laboratory Director
	Over 6 months	President or Principal Officer of The Regents

Under the Policy on Principles for Review of Executive Compensation, approved by The Regents on May 15, 1992, any paid leave granted to Officers of the University shall be reported to The Regents.

**B. LEAVES OUTSIDE THE UNITED STATES**

Pursuant to Regents' Policy on Officers' Leaves of Absence or Vacation Leaves Outside the United States, the following approval authority is established for an Officer of the University, including an Acting Officer, who requests any leave of absence or vacation outside the country for a period of more than one month:

<b>Individual Requesting Leave</b>	<b>Approval Authority</b>	<b>Leave Reported To</b>
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President Principal Officer of The Regents	Board of Regents	- -
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Chancellor Laboratory Director Senior Vice President Vice President President	President	Board of Regents
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Other Officer	Chancellor or Laboratory Director	President, who reports leave to The Regents, or Principal Officer of The Regents
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**C. MEMBERS HOLDING ELIGIBLE ACADEMIC TITLES**

A Senior Manager who also holds an eligible academic title shall accrue sabbatical leave credit during his or her administrative service and shall continue to be eligible to apply for a sabbatical leave in accordance with [Staff Policy II-50](#), and

Academic Personnel Policy 740-11(c).

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