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Personnel Policies for Staff Members

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Leaves

46. Administrative Leave

August 1, 1999

A. GENERAL

Eligible employees may be granted administrative leave to participate in specified University and civic activities, or because of natural or other emergencies. Administrative leave status shall not be required for exempt employees for absences of less than one full day or less than that portion of a day during which an employee on less than full-time pay status is normally scheduled to work when the absence occurs because of activities covered by this policy.

B. JURY DUTY AND GRAND JURY DUTY

1. **Exempt Employees.** An employee on any work schedule shall be granted administrative leave with pay for work days spent on jury duty, not to exceed the pay for the employee's normal work day, and the employee's normal work week.
2. **Non-Exempt Employees.** A career employee on any shift or work schedule shall be granted administrative leave with pay for actual time spent on jury duty and in related travel, not to exceed the pay for the employee's normal work day, and the employee's normal work week.
3. **All Employees.** An employee who is summoned to serve on a jury on a holiday observed by the University is eligible for holiday pay and receives no alternate day off.

C. ADMINISTRATIVE AND LEGAL PROCEEDINGS

1. **Proceedings Involving the University.** When an employee is required to attend administrative or legal proceedings involving the University, attendance is counted as time worked.
2. **Proceedings Not Involving the University (Exempt Employees).** A career employee on any work schedule shall be granted administrative leave with pay for work days spent as a witness in an administrative or legal proceeding not involving the University when served with a subpoena which compels the employee's presence as a witness. Such pay shall not exceed the pay for the employee's normal workday and the employee's normal workweek.
3. **Proceedings Not Involving the University (Non-Exempt Employees).** A career employee on any shift or work schedule shall be granted administrative leave with pay for actual time spent at administrative or legal proceedings not involving the University and in related travel when served with a subpoena that compels the employee's presence as a witness. Such pay shall not exceed the pay for the employee's normal workday and the employee's normal workweek.
4. **Expert Witness Duty.** Leave with pay shall be granted when an employee is called or subpoenaed as a paid expert witness in a proceeding involving or on behalf of the University, but not when called or subpoenaed as a paid expert witness for a non-University proceeding.

5. **Miscellaneous.** An employee who is not eligible for administrative leave with pay for administrative or legal proceedings may have such absence charged to accrued vacation, compensatory time off, or personal leave. For time spent in complaint resolution activities, see [Staff Policy 70, Complaint Resolution](#).

D. VOTING PRIVILEGES

A non-exempt employee shall be granted leave with pay, up to a maximum of two hours, for voting in a statewide primary or general election if the employee does not have time to vote outside of working hours. Any additional time off shall be without pay.

E. EMERGENCIES

An employee may be granted administrative leave with pay due to natural or other emergencies for the period of time authorized by the Chancellor.

OTHER ADMINISTRATIVE LEAVES

A non-exempt employee may be granted leave with pay during regularly scheduled hours of work to attend University meetings or functions as designated by the Chancellor, or up to 2 hours to donate blood.

Applicability: All Staff Members except Senior Managers (see [Staff Policy 11-46, Administrative Leave With Pay](#)).

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