

**UCOP Human Resources Procedures 46 – ADMINISTRATIVE LEAVE**

**I. POLICY REFERENCES**

UC-PPSM 43, Leave of Absence  
UC-PPSM 46, Administrative Leave  
UCOP Online Employee Database (EDB) System Manual – (LOAB – Leave of Absence Bundle)  
UCOP Online Payroll Time Reporting (PTR) System Manual  
UC Benefits Checklists (Military Leave, Leave without Pay)

**II. GENERAL**

**A. Authority to Approve Requests**

Supervisors are delegated the authority to grant or deny administrative leave requests and to determine pay status for the absence, in accordance with the provisions of UC-PPSM 46.

**B. Jury and Witness Proceedings**

**1. *Notification***

The employee shall notify her/his supervisor and request leave on the next working day after receiving a subpoena or jury summons if attendance during working hours is required.

**2. *Policy***

UC-PPSM 70 and UCOP Administrative Procedure 70 govern time off with pay for parties and their representatives in employment-related proceedings. When such employees are also witnesses, the time spent testifying is paid in accordance with UC-PPSM 46, and the remainder of the time is paid in accordance with UC-PPSM 70.

**3. *Jury and Witness Fees***

The employee may keep all jury and witness fees; no pay offset is made on account of them.

**4. *Documentation***

If requested by the supervisor, the employee must provide a copy of the subpoena, jury summons, ballot stub, or other documentation.

**III. OTHER ADMINISTRATIVE LEAVES**

**A. Requests**

Requests for “Other Administrative Leaves” must be made by the employee and approved by the supervisor in advance.

**B. Authorization**

When the Senior Vice President, Business and Finance, the Associate Vice President, Human Resources and Benefits, and/or the Director, UCOP Human Resources designates a University function with the

words “release time is appropriate,” and an employee has asked to attend the function, the supervisor shall approve release time, unless operational needs prevent it.

#### **IV. EMERGENCIES**

##### **A. Authorization**

Department Heads may grant administrative leave with pay to employees affected by a natural or other emergency when authorization to do has been given by the Senior Vice President, Business and Finance or the Associate Vice President, Human Resources and Benefits. Such authorization will normally be published as a UCOP directive.