

ADMINISTRATIVE LEAVE AND RELEASE TIME

SUMMARY

Administrative leave is an excused absence, administratively authorized, without loss of pay and without charge to paid time off (PTO) leave. Staff will not be paid administrative leave to exceed their scheduled hours of work. Administrative leave is not considered work time; therefore, such time **is not** counted when computing overtime.

Common examples for which department heads (and their subordinate supervisors) may grant employees administrative leave are:

- To vote on Presidential Election Days (up to one hour);
- Tutoring and mentoring in school programs approved by the University such those within the Winston-Salem/Forsyth County Schools and Winston-Salem Chamber of Commerce; and
- When the University announces a delayed opening or closure due to inclement weather. Facilities and Campus Services employees are guided by the “Essential Employee” policy published by Facilities and Campus Services.
- University approved early dismissal prior to a holiday.

Granting employees administrative leave for reasons, other than those listed above, requires approval of the Department Head/Academic Dean. Employees who are scheduled to take PTO for a full or partial day may not use administrative leave.

PTO can be combined with administrative leave in order to equal a whole shift up to a maximum of eight hours, if the employee reports to work on a day that there is a campus delay or early closure due to inclement weather.

ADMINISTRATIVE LEAVE DUE TO UNIVERSITY CLOSURES, EARLY DISMISSALS AND DELAYS

Time off due to the announced University closing, early dismissal, or delay will be reported as paid “Administrative Leave” and will not be considered as time worked for overtime compensation purposes. Employees on previously approved paid time off (PTO) are not eligible for the paid administrative leave.

An employee must report to work during hours of operation during announced University closings and delays to receive administrative leave. (Example: If campus dismisses early at 3pm, and staff who report to work receive 2 hours of administrative leave, employees on previously approved PTO are not eligible to receive administrative leave and must record PTO for the hours not worked. If no PTO is available, the employee is required to take leave without pay.)

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If an employee **elects** for personal reasons not to report to work on the day of a delayed opening or early dismissal, the employee will be required to take PTO for the entire day. If no PTO is available, the employee is required to take leave without pay.

RELEASE TIME

Release time is administratively authorized time spent away from the employee's normal job responsibilities to participate in University sponsored or sanctioned programs without loss of pay and without charge to paid time off (PTO) leave. Release time is considered work time; therefore, such time **is** counted when computing overtime.

Common examples for which department heads (and their subordinate supervisors) may grant employees release time are:

- To participate in training and staff development activities;
- To attend meetings of the University Senate;
- To donate blood at University sponsored blood drives on campus;
To receive flu shots given on campus; and
- To participate in special on-campus activities such as the Benefits Fair, Staff Rewards and Recognition Luncheon, Convocation, Graduation, and Department and Office special activities. (Note: Allowing employees to leave work early at the conclusion of a special activity constitutes the granting of administrative leave – see paragraph 1c above.)

ELIGIBILITY

All full-time and part-time staff regularly scheduled (budgeted) to work 1000 hours or more per year are eligible for Administrative Leave and Release Time. Staff who are scheduled (budgeted) to work less than 1000 hours per year are not eligible for Administrative Leave.

TIME AND ATTENDANCE REPORTING

Release time is recorded for non-exempt staff as ***“Release Time”*** and administrative leave is recorded as ***“Administrative Leave.”***