

Administrative Leave for Outstanding Performance

Introduction

The head of an agency may grant administrative leave with pay to employees for outstanding performance as documented in the Administrative Leave Appraisal Form (Form 253).

Requirements

Administrative leave may be granted to employees whose performance exceeds the expectations or requirements in their current job duties.

An employee who has received discipline in the last 12 months is not exceeding in his or her job. Such an employee is eligible for administrative leave only if the division director can show that the employee has exhibited exceptional performance on a special project, one not part of the employee's day-to-day job duties. Merely participating in a special project is not sufficient. The employee must have had exceptional performance on the project and earned the leave on that basis.

The aggregate amount of leave shall not exceed 32 hours in a fiscal year.

Timeframe

Administrative leave must be used within one year from the date it is granted. Further administrative leave may not be granted until administrative leave from the prior fiscal year is exhausted.