

Administrative Leave With Pay Application and Approval Form

INSTRUCTIONS This form is used by departments to request the approval of Administrative Leave to recognize eligible employees for special outstanding accomplishments or performance. Administrative leave is subject to procedures and guidelines outlined in System Regulation 31.03.03, System Regulation 31.99.02, University Rule 31.01.01.M5, and Standard Administrative Procedure 31.01.01.M5.01. **Departments should enter applicable signature routing in lines 2, 3, and/or 4 to the division's Vice President listed in line 1 before form submission. Additional information or comments may be attached where related to the terms of this approval form.**

Supervisor/Manager initiating request (printed name)	Date
Department	Number of hours requested
Name(s) of Employee(s) recommended for Administrative Leave With Pay:	
Description of performance warranting Administrative Leave With Pay:	

I respectfully recommend the employee(s) above for the award of Administrative Leave with Pay and have verified eligibility and proper procedures for such leave as provided in Standard Administrative Procedure 31.01.01.M5.01:

Supervisor/Manager Signature _____
Date

1. Department Head / Director Approved Not Approved

Department Head / Director Name (printed) _____
Department Head or designee signature _____
Date

2. Dean / Assoc. or Assist. Vice President or Provost: Approved Not Approved

Authorized Name (printed) _____
Authorized signature _____
Date

3. Additional routing to Vice President (if applicable): Approved Not Approved

Authorized Name (printed) _____
Authorized signature _____
Date

4. Vice President Approved Not Approved

Vice President or designee (printed) _____
Vice President or designee signature _____
Date

<p>Form Submission/ Instructions: Through department's routing of authority in items 1-3 above to Division Vice President or Designee</p>	<p>NEED HELP? Benefits Services (979) 862-1718 hrcompbenefits@tamu.edu</p>
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