

Guidance Document

Administrative Leave with Pay

Revised March 28, 2025

Statement

Administrative Leave with Pay may be granted to any regular, budgeted employee in a leave-eligible position for outstanding job-related accomplishments or performance as documented in an employee performance evaluation within the previous 12 months.

Procedures and Responsibilities

1. GENERAL

- 1.1 As authorized by the provisions of the Texas Government Code and System Regulation 31.03.03, the Administrative Leave With Pay Program is established to provide an avenue to award non-monetary compensation to employees for outstanding performance as documented in an employee performance review. Administrative Leave With Pay may be granted to an employee whose documented job performance and productivity meet the eligibility criteria and are significant enough to warrant special recognition.

2. PROCEDURES

- 2.1 Complete the [Administrative Leave With Pay Application and Approval Form](#) and forward to the appropriate Vice President or designee for approval.
- 2.2. If the leave is awarded based on a University-level award program, the Vice President for Human Resources and Organizational Effectiveness or designee serves as the approver. For the TAMUG campus-level awards, the TAMUG COO or designee serves as the approver.
- 2.3 Up to a total of thirty-two (32) hours of Administrative Leave with Pay may be granted to an employee per fiscal year in increments of four (4) or eight (8) hours.
- 2.4 Awards of Administrative Leave with Pay must be taken within twelve (12) months of the award. The employee must be notified of the award and the date by which it must be used. At the end of the 12-month period the HR Professional should manually lapse any remaining hours.
- 2.4 Any exceptions to the timeframe in which the leave must be taken (less than or more than 12 months), must be approved by the Department Head before expiration of the leave and communicated to the employee in writing.

- 2.5 Administrative Leave may not be converted to any other type of leave.
- 2.6 Administrative Leave with Pay may not be transferred or paid should the employee end their employment relationship in the department from which the award was made. It is the responsibility of the employing department to remove Administrative Leave with Pay when the employee transfers to another department or leaves the university. In addition, Administrative Leave with Pay will not be paid to the estate of a deceased employee.

3. RECORDKEEPING

- 3.1 Administrative Leave with Pay will be taken and accounted for in accordance with leave policies and procedures. An employee who has received an award of Administrative Leave with Pay may request to use that leave by submitting a Request Time Off and selecting leave type as “2-Administrative” in Workday.
- 3.2 Department heads, or their designees, will maintain a copy of the [Administrative Leave With Pay Application and Approval Form](#) in the employee’s personnel file.

Related Statutes, Policies, Regulations, and Rules

[*Policy 31.03: Leaves of Absence*](#)

[*Regulation 31.03.03: Leave of Absence with Pay Regulation 31.01.10: Service Awards*](#)

Forms

[Administrative Leave With Pay Application and Approval Form](#)

Contact Office

For information or clarification on this guidance document contact Human Resources and Organizational Effectiveness, Employee Relations at 979-862-4027 or by email at Leave@tamu.edu

OFFICE OF RESPONSIBILITY: [Employee Relations](#)