

UNIVERSITY of HOUSTON
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Human Resources
AREA: Benefits

Number: 02.02.04

SUBJECT: Administrative Leave With Pay

I. PURPOSE AND SCOPE

[Section 661.911](#) of the Texas Government Code authorizes that administrative leave with pay, not to exceed 32 hours during a fiscal year, may be granted to state employees as a reward for outstanding performance as documented by an employee performance appraisal. Administrative Leave is an award and should not be considered an employee entitlement.

II. POLICY STATEMENT

Administrative Leave With Pay may be granted to any employee whose job performance and productivity consistently exceeds those normally expected or required by the job description of the employee. Administrative Leave With Pay may also be granted to an employee who has successfully completed a special project of significant importance to warrant special recognition. In either case, the required job performance level must be documented in the most recent performance evaluation from the employee's supervisor on the [Administrative Leave With Pay Form](#).

III. DEFINITIONS

- A. Outstanding performance: An overall rating of exceeds expectations on the employee's most recent performance evaluation or the successful completion of a special project of significant importance to warrant special recognition.
- B. Fiscal year: The 12-month period beginning September 1 and extending through the following August 31.
- C. Eligible employee: All benefits-eligible employees who are not on probation. This excludes students employed in positions that require student status as a condition of employment.

IV. POLICY PROVISIONS

- A. No more than 32 hours of Administrative Leave With Pay may be granted to an employee per fiscal year. Administrative Leave With Pay may be granted only in four or eight-hour increments.
- B. Student employees, temporary employees and probationary employees are not eligible to be awarded Administrative Leave With Pay.
- C. Each recipient who is granted Administrative Leave With Pay must have a recent performance appraisal in PASS with an overall rating of "exceeds expectations" and an [Administrative Leave With Pay Form](#) from the employee's supervisor documenting the reason for the recommendation of Administrative Leave With Pay. The employee must not currently be subject to formal disciplinary action.

VII. REFERENCES

[Fair Labor Standards Act \(FLSA\)](#)

Texas Government Code [Section 661.911](#)

[UH System Administrative Memorandum 02.D.01 – Vacation and Sick Leave](#)

UH System Administrative Memorandum [02.D.04 – Leaves of Absence](#)

[MAPP 02.02.03 – Leaves of Absence](#)

[Administrative Leave With Pay Form](#)