

ADMINISTRATIVE LEAVE AND RELEASE TIME

1. ADMINISTRATIVE LEAVE

- a. Administrative leave is an excused absence, administratively authorized, without loss of pay and without charge to paid time off (PTO) leave. Administrative leave is not considered work time; therefore, such time **is not** counted when computing overtime.
- b. Common examples for which department and office heads (and their subordinate supervisors) may grant staff 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 as the "VIP Program" in the Winston-Salem/Forsyth County Schools; and
 - When the University announces a delayed opening or closure due to inclement weather ([*See HRPPM Section X-13, Inclement Weather and Other Unusual Conditions*](#)). Facilities Management employees are guided by the "Essential Employee" policy published by Facilities Management.
- c. Granting staff employees administrative leave for reasons other than those listed in 1.b above requires approval of one of the following administrators: the appropriate Vice President, the Director of Athletics, the General Counsel, or the appropriate Academic Dean.

2. RELEASE TIME

- a. 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.
- b. Common examples for which department and office heads (and their subordinate supervisors) may grant staff 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 Appreciation Luncheon and Reception, 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.)

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3. TIME AND ATTENDANCE REPORTING

Release time is recorded on the time cards of nonexempt employees as “*Release Time*” and administrative leave is recorded as “*Administrative Leave.*”

Drafted by the Director of Human Resources, June 26, 2002

Approved by the President, June 28, 2002