



## **433 POLICY – Administrative Leave**

### **433.1 Statement of Policy**

Administrative leave (also referred to as “excused absence”) is an administratively authorized absence from duty without loss of pay or charge to leave.

Benefits-eligible faculty and staff employees are the only individuals eligible for administrative leave. Employees who are not benefits eligible – student employees, temporary employees, and part-time employees are paid only for time worked and are not eligible for administrative leave.

Administrative leave is not an entitlement, and the College President and/or Supervisor is not required to grant such leave. This leave should not be used for an extended or indefinite period or on a recurring basis.

### **433.2 Examples**

Specific examples are published in the Procedures section of the Policies and Procedures Manual.

Adopted April 2024



## 433 PROCEDURE – Administrative Leave

### **433.1:1 Statement of Procedure**

Administrative leave with pay is sometimes granted when it is determined to be in the College's best interest that an employee does not return to work for a specified period of time or for designated emergency closings of the College due to inclement weather, natural disaster, pandemic situations, or other events as determined by the President.

Time approved as administrative leave will not be charged to an employee's leave. Benefits eligible employees are eligible to receive administrative leave with pay. Employees who are not benefits eligible are paid only for time worked and are not eligible for administrative leave.

Administrative leave can be approved by the President, other Administrator, or Supervisor, depending on the situation. See below situations for approval authority.

### **433.2:1 Leave that Requires Approval by the President**

A. President Appointed Administrative Leave – the President of the College is authorized to place employees on paid administrative leave up to 32 working days per year, if, in the judgment of the President, there are internal circumstances that warrant an employee's absence from the workplace for the benefit of the college or the employee. In the case of an appeal of termination under Policy 415 Employee Due Process, the President is authorized to increase that amount of administrative leave to coincide with the appeal process.

B. Catastrophe Leave – An employee who suffers individual, personal misfortune as a result of an extreme event such as fire, explosion, flood, or violent weather, may be granted up to three (3) working days of paid administrative leave if approved by the President. The affected employee must email the President directly to request the use of catastrophe leave and carbon copy (cc) their immediate supervisor.

C. Other Emergency Situations including Inclement Weather – In the event the college operations are disrupted due to an emergency or other hazardous conditions threatening the safety, health, or welfare of the campus community, Redlands Community College may be required to cancel classes, suspend operations, or close campus in its entirety. Policy and Procedure 520 covers the types of campus closures. If at any time, the President determines a total closure is imminent, the President may prohibit employees from being on campus and pay at their regular rate without charging leave for the duration of closure.

1. Certain employees who are called in to work during the campus total closure may be eligible for additional pay or compensatory time off for hours worked.



Any additional pay or time off proposals should be approved by the appropriate Administrator.

**433.2:2 Leave that Requires Approval by the Supervisor**

- A. Court Leave for Jury Duty – Employees who are called to serve as a member of a jury shall be granted administrative leave with pay. Fees paid by the court in connection with jury duty may be retained by the employee. Supervisors may request reasonable documentation supporting the need for the leave, such as a court order.
- B. Voting Leave – Under Oklahoma Statutes, an employee may have two hours or more time off with pay to vote, if distance to polls require it, as long as a request for such time off is given in writing by the employee the day prior to the election. The supervisor and employee will coordinate to schedule approved hours for voting. Employees will not lose any compensation or incur penalty for the absence.
- C. Funeral/Bereavement Leave – Employees may be granted, upon request by email, up to three (3) working days of funeral leave with pay upon the death of a related person in the immediate family. For the purpose of this policy, the immediate family is defined as the employee’s father, mother, brother, sister, husband, wife, son, daughter, grandfather, grandmother, grandson, granddaughter, or corresponding step, half, foster or in-law relationships. Supervisors may request reasonable documentation supporting the need for the leave, such as a published obituary or written verification of death/burial/memorial service. In some cases, the three days of funeral leave may not be sufficient and if additional time is needed, the employee may use their accrued/unused leave.

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