

### **ADMINISTRATIVE LEAVE**

Administrative leave may be granted by the Chancellor, College President, Chief Human Resources Officer or designee only for emergency situations when unsatisfactory working conditions result from a failure in the operation of the physical plant or a natural disaster.

When administrative leave has been granted, the College President or Chief Human Resources Officer is to send a memorandum to the Chancellor indicating the date, time period and nature of the occurrence.

Employees not scheduled to work are not eligible for administrative leave. If an employee is scheduled for vacation on a day that administrative leave is granted, the employee is to be charged vacation. Employees who are ill and absent from work on sick leave are not scheduled to work, and thus are not eligible for administrative leave status.

If an employee is required to report to work on a day granted under administrative leave and told to remain at work, the employee is not eligible for overtime during the normal work day. Although other employees are sent home, those employees who are asked to stay have skills that are necessary to bring the operation of a physical plant back up and operational. The only authorization for overtime would be if the employee was required to work beyond their normal work day.