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## Administrative Leave with Pay Guidelines

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Administrative Leave with Pay may be used to recognize eligible employees for quality work and/or performance. Administrative Leave is subject to the procedures and guidelines outlined in TAMUS Policy 31.03. – *Leave of Absence*, TAMUS Regulation 31.03.03 – *Leave of Absence with Pay*, TAMUS Regulation 31.99.02 – *Service Awards*, TAMU Rule 31.01.01.M5 - *Flexible Compensation Programs*, and SAP 31.01.01.M5.01 - *Administrative Leave with Pay*.

Nominations must be submitted on the University's Administrative Leave [form](#). Please submit one form per employee. If a unit is submitting more than one nomination, please provide a ranking or prioritization of requests.

### Eligibility:

The employee has held a budgeted position at 50% FTE or greater in the College of Liberal Arts for the preceding six months. The employee is not eligible for administrative leave and a one-time merit payment for the same project or activity.

The nominator must be able to document significant performance that would warrant special recognition, such as:

- Job performance is consistently of the highest level
- Displays extraordinary levels of innovation, initiative, collaboration, customer service, or leadership
- Nominations require approval by the department head or director, and the Dean of Liberal Arts
- Nominations are due to Cheryl Hanks ([chanks@tamu.edu](mailto:chanks@tamu.edu)) by February 1<sup>st</sup>

### Levels of Administrative Hours Awarded:

- Notable. 4 to 8 hours awarded. Quality work that had an important contribution to the operation of the department or unit. Singular customer service was provided or employee was identified as providing initiative above and beyond.
- Significant. 12 to 20 hours awarded. High quality of work where employee exhibited independent actions and resourcefulness; a significant accomplishment that benefits department or unit or streamlines operations.
- Outstanding. 24 to 32 hours awarded. Highest quality of work achieved of significant impact. Employee exhibited independent actions, resourcefulness, and exercised judgment; an exceptional contribution to the department or unit with long-term significance. Approval of awards at this level will be rare.