

DATE: September 6, 2016

TO: University General and USA Health System Employees

FROM: Gerald Gattis, Executive Director, Human Resources

RE: Administrative Leave and Recordkeeping Requirements

As the last departments transition from paper to electronic timekeeping processes, please be reminded that supervisors are to ensure the appropriate use and recording of administrative leave before approving a timekeeping record, and also, retain records related to the administrative leave. Policies regarding more frequently used administrative leave categories are listed below. Information regarding all administrative leave categories may be found in the USA Staff Employee Handbook at:

[www.southalabama.edu/departments/financialaffairs/hr/resources/staffemphandbook.pdf](http://www.southalabama.edu/departments/financialaffairs/hr/resources/staffemphandbook.pdf)

**DEATH IN FAMILY** – Upon the death of an immediate family member (defined as spouse, mother, father, sister, brother, son, daughter, mother-in-law, and father-in-law), a regular full-time employee may be granted paid administrative leave up to a maximum of three, eight-hour working days. Regular part-time employees will be paid administrative leave based on the percentage of eight hours that they normally work. Exceptions to the definition of immediate family member may be approved by the division head.

A “comment” must be included in the employee’s timekeeping record identifying the relationship of the deceased. If an exception has been approved by the division head regarding family member death, a record of that exception must be notated by the supervisor as a comment on the employee’s time sheet or electronic timekeeping record, along with the relationship of the deceased family member.

**JURY DUTY** – Should a regular or temporary employee be selected for a term as a jury member, the absence will be charged to paid administrative leave. While on jury duty, the employee is not expected to return to work. An employee must provide the supervisor with a certificate from the court which indicates dates of actual service to be eligible for paid administrative leave. The certificate from the court must be retained by the supervisor for one year.

**WITNESS SUMMONS** – An employee subpoenaed as a witness in a court case in which they are not a defendant or plaintiff or have a personal interest, may be granted paid administrative leave upon presentation of a copy of the subpoena to the supervisor. The copy of the subpoena must be retained by the supervisor for one year.

Please note that if a supervisor or employee separates from employment, the department is responsible for retaining the required records for the retention period.

If you have any questions regarding Administrative Leave, please contact your Human Resources office.



**Memorandum**

Page 2