



PPSM II-46: Administrative Leaves with Pay

Responsible Officer:	Chief of Staff to the VP of HR and Director of HR Policy
Responsible Office:	HR - Human Resources
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Scope:	Members of the Senior Management Group.

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I. POLICY SUMMARY

This policy describes paid administrative leaves for Senior Managers who do not hold academic titles which qualify for accrual of sabbatical leave credit, as well as the authority to approve leaves of absence or vacation taken outside the United States for longer than one month by Officers of the University.

II. DEFINITIONS

Exception to Policy: An action that exceeds what is allowable under current policy or that is not expressly provided for under policy. Any such action must be treated as an exception.

Executive Officer: The University President, Chancellor, or Laboratory Director.

Senior Management Group: Individuals whose career appointment is in the Senior Management Group personnel program. Employees with a dual academic appointment at 0% shall be considered to possess a career appointment in the Senior Management Group.

Top Business Officer: Executive Vice President–Business Operations for the Office of the President, Vice Chancellor for Administration, or the position responsible for the location’s financial reporting and payroll as designated by the Executive Officer.

III. POLICY TEXT

A. General

A Senior Manager who does not also hold an academic title which qualifies for accrual of sabbatical leave credit may be granted administrative leave with full or part pay in accordance with the conditions contained in the chart below.

Individual Requesting Leave	Duration of Leave	Approval Authority
President Principal Officer of the Regents	Any length	Board of Regents
Chancellor Laboratory Director Senior Vice President Vice President	0 - 3 months	President
	Over 3 months	Board of Regents
Officer of the University not specified above	0 - 6 months	President
	Over 6 months	Board of Regents
Other Senior Management Appointees	0 - 6 months	Chancellor or Laboratory Director
	Over 6 months	President or Principal Officer of The Regents

Under the Policy on [Principles for Review of Executive Compensation](#), approved by The Regents on May 15, 1992, any paid leave granted to Officers of the University shall be reported to The Regents.

B. Leaves Outside the United States

Pursuant to Regents' [Policy on Officers' Leaves of Absence or Vacation Leaves Outside the United States](#), the following approval authority is established for an Officer of the University, including an Acting Officer, who requests any leave of absence or vacation outside the country for a period of more than one month:

Individual Requesting Leave	Approval Authority	Leave Reported To
President Principal Officer of The Regents	Board of Regents	
Chancellor Laboratory Director Senior Vice President Vice President President	President	Board of Regents
Other Officer	Chancellor or Laboratory Director	President, who reports leave to The Regents, or Principal Officer of The Regents

C. Members Holding Eligible Academic Titles

A Senior Manager who also holds an eligible academic title shall accrue sabbatical leave credit during his or her administrative service and shall continue to be eligible to apply for a sabbatical leave in accordance with [Staff Policy II-50](#), and [Academic Personnel Policy 740-11\(c\)](#)

IV. COMPLIANCE / RESPONSIBILITIES

A. Implementation of the Policy

The Vice President–Human Resources is the Responsible Officer for this policy and has the authority to implement the policy. The Responsible Officer may apply appropriate interpretations to clarify policy provided that the interpretations do not result in substantive changes to the underlying policy.

The Chancellor is authorized to establish local procedures necessary to implement this policy. The Chancellor and the Vice President–Human Resources determine secondary administrative level responsibilities and authorities to establish such local procedures.

B. Approval of Actions

See Sections III.A. and B. for the authority to approve actions authorized by this policy.

All actions applicable to Senior Management Group members that exceed this policy, or that are not expressly provided for under any policy must be endorsed by the President and approved by the Regents.

C. Compliance with the Policy

The following roles are designated at each location to implement compliance monitoring responsibility for this policy:

The Top Business Officer and/or the Executive Officer at each location will designate the local management office to be responsible for the ongoing reporting of policy compliance.

The Executive Officer is accountable for monitoring and enforcing compliance mechanisms and ensuring that monitoring procedures and reporting capabilities are established.

The Vice President–Human Resources is accountable for reviewing the administration of this policy. The Director–HR Compliance may periodically monitor compliance to this policy.

D. Noncompliance with the Policy

Noncompliance with the policy is handled in accordance with the Regents' [Guidelines for Corrective Actions Related to Compensation Practices](#) and [Guidelines for Resolution of Compensation and Personnel Issues Resulting from the Findings of Audits and Management Reviews](#).

E. Revisions to the Policy

The President is the Policy Approver and has the authority to approve policy revisions upon recommendation by the Vice President–Human Resources. The Regents is the Policy Approver for policy revisions that affect the compensation of Senior Management Group members.

The Vice President–Human Resources has the authority to initiate revisions to the policy, consistent with approval authorities and applicable *Bylaws* and *Standing Orders* of the Regents.

The Executive Vice President–Business Operations has the authority to ensure that policies are regularly reviewed, updated, and consistent with other governance policies

V. PROCEDURES

The Responsible Officer may develop procedures or other supplementary information to support the implementation of this policy. Such supporting documentation does not require approval by the President.

VI. RELATED INFORMATION

- [Principles for Review of Executive Compensation](#) (Regents Policy 7201) (referenced in Section III.A. of this policy)
- [Policy on Officers' Leaves of Absence or Vacation Leaves](#) (Regents Policy 7302) (referenced in Section III.B. of this policy)
- [Personnel Policies for Staff Members II-50 \(Sabbatical Leave\)](#) (referenced in Section III.C. of this policy)
- [Academic Personnel Policy 740-11\(c\) \(Leaves of Absence/Sabbatical Leaves\)](#) (referenced in Section III.C. of this policy)
- [Guidelines for Corrective Actions Related to Compensation Practices](#) (referenced in Section IV.D. of this policy)
- [Guidelines for Resolution of Compensation and Personnel Issues Resulting from the Findings of Audits and Management Reviews](#) (referenced in Section IV.D. of this policy)

VII. FREQUENTLY ASKED QUESTIONS

Not applicable.

VIII. REVISION HISTORY

May 12, 2023: Technical edits – updated contact info

This Policy was also remediated to meet Web Content Accessibility Guidelines (WCAG) 2.0.

October 1, 2012: This policy was reformatted into the standard University of California policy template.

September 8, 2016: Reviewed policy and no changes recommended at this time.