

**Treasury Documentation****Subject:** Administrative Leave**For:** EMPLOYEE HANDBOOK**Also See:** ET-03021, 65; PT-03094

<b>Identification</b>	BT-03046 Bulletin
<b>Effective Date</b>	5-1-2009
<b>Replaces</b>	BT-03046 (10-1-2008)

Page 1 of 3

**General Provisions**

The Appointing Authority may grant administrative leave with pay for necessary absence from duty for which annual, sick, or other leave with pay is not applicable. The Appointing Authority must also grant administrative leave when such leave is specifically prescribed by the Civil Service Commission. Examples of situations qualifying for administrative leave include but are not limited to:

1. State employment interviews (see below)
2. Jury duty (see below)
3. Court appearances, if subpoenaed, in a matter **pertaining to the Department** or as a witness for the People of the State of Michigan (see below)
4. Serving on authorized committees or with special groups
5. Authorized attendance at Civil Service hearings
6. Civil Service examinations given during working hours
7. Initial counseling session as provided by the Employee Service Program (see Policy ET-03021 in this Handbook)
8. Serving as authorized Department representative at funerals.
9. Absence from work because of closure or declared inaccessibility of the employee's work station.

**Note:** Educational and training activities are regular hours, not administrative leave. (See Policy ET-03065 in this Handbook regarding training.)

**Union Activity**

Authorized union representatives are granted administrative leave (union activity) to participate in authorized union activities, including:

- Representing employees at Investigatory, Discipline, and Grievance Conferences
- Attendance at Labor Management meetings, Health and Safety meetings, and labor negotiation sessions, not to exceed the hours in the employee's regularly scheduled work day.

Employees must obtain **prior approval** from their supervisors before using administrative leave.

### **State Employment Interviews**

Administrative leave will be granted for a scheduled employment interview during working hours for a position within the Department or for an interview with another State department or agency. Administrative leave for State interviews may not exceed two hours in a one-month period. The two-hour limit includes time required to travel to and from the interview. An employee who has been granted the maximum two hours in one month must use leave credits (annual, personal, deferred, compensatory, or banked leave time) for subsequent interviews within a one-month period.

### **Jury Duty**

Employees who are called for jury duty are entitled to use administrative leave for periods of absence provided they return to the Department any juror fees paid to them. This time is reported as "JUR1" leave on Data Collection and Distribution System (DCDS) timesheets. Employees may retain any travel reimbursements paid to them by the court.

Employees who elect to use administrative leave must show their jury duty summons to their supervisors, send a copy to Office of Human Resources (HR) and follow jury duty Procedure PT-03094 in this Handbook.

Employees who elect to use annual leave credits for jury duty in lieu of administrative leave may keep all juror fees as well as any travel reimbursements.

### **Court Appearances**

Employees who are subpoenaed to appear before the court as a witness for the People or in a matter **pertaining to the Department** are considered to be on duty. Employees must reimburse the Department for any witness fees received and for any travel expenses allowed by the court. Witness fees and travel expenses should be delivered to HR. HR staff will forward payment and accompanying documentation to Receipts Processing Division to process payment.

Employees may request reimbursement for any travel expenses incurred for such court appearances by completing form DMB-23 TRAVEL EXPENSE VOUCHER and submitting the form to the Department Travel Coordinator, Finance and Accounting Division.

Employees who are subpoenaed to appear in court on matters not related to the Department (i.e., not appearing as a "witness for the People") are not considered to be on duty. Employees must use appropriate leave credits (annual, personal, deferred, compensatory, or banked leave time) to cover absence from work or take time off without pay. Employees may keep any witness fees or monies paid by the court for matters **not** related to the Department.

**Blood Donations**

Employees may be granted up to one hour of administrative leave, not more than twice per fiscal year, to participate in a State-sponsored blood drive under the following conditions:

- The absence from the work place is approved by the supervisor, based on operational need.
- The blood drive is at or in close proximity to the employee's work location.
- HR approves the administrative leave.

The "Comment" section in DCDS should clearly indicate the purpose of the administrative leave was blood donation. School and Community Participation Leave is also appropriate for the purpose of donating blood.

**End**