

AHB 1999-002/4-1-99**POLICY**

Administrative leave is an authorized absence from duty, with pay, for which annual, sick or personal leave does not apply.

Reasons for which administrative leave may be approved are:

1. To take a Civil Service examination related to the work of this Agency.

Note: Administrative Leave for travel time to and from the examination site will **only** be granted when a **special** Civil Service examination is being given for candidates that have been located to fill a **hard to fill** positions and where it is clearly in the agency's interest to do so.

2. To take General Educational Development tests to establish high school equivalency for Civil Service examinations.
3. To donate blood or blood components such as platelets, plasma, or interferon to another person, hospitals or the American Red Cross.
4. To obtain U.S. Armed Forces pre-induction physicals, including reasonable travel time.
5. To allow the appellant to participate in the Civil Service appeal process.
6. To take time off from the job on the first day of duty-incurred injury (see Item 639-6).
7. To serve as a juror or witness (see Item 639-3).
8. To attend a grievance conference as a representative, witness or the aggrieved (see Item 601-3 or the appropriate Collective Bargaining Agreement).
9. To engage in certain employee organization activities (see Item 601-3 or the appropriate Collective Bargaining Agreement).
10. To compensate an employee when an office is closed for official emergency reasons and the employee is available for work (see Item 632-6).
11. To attend job interviews within the Agency (see Item 801-3).

Note: A maximum of one hour may be approved for an interview.

Administrative Leave for travel time to and from an interview may be granted (with prior approval) for candidates located to fill a **hard to fill** position and where it is clearly in the agency's interest to do so (see Item 801-3).

12. To attend seminars conducted by the State Employees Retirement System.
13. To attend classes which are determined by the supervisor to be valuable to the work unit and to the Agency. When classes are available during the day, evening and/or Saturdays, employees should attend the evening or Saturday sessions whenever possible, thereby minimizing the use of administrative leave.

Note: A maximum of two hours per week may be approved. (This two hour maximum does not apply to State sponsored classes.)

PROCEDURE

Supervisor

Prior approval by the employee's local work unit, bureau or office authority is required.

Employee/Work Unit

Form [FIA-4299, Employee Time and Attendance Report](#) or Form [FIA-438, Leave Application and Certification](#), must be completed and signed.