



UNIVERSITY OF NORTH ALABAMA

Employee Policy Manual and Handbook

ADMINISTRATIVE LEAVE

In a rare situation, a regular employee may be given administrative leave time which does not result in a charge to any kind of leave with pay or loss of base salary. An example of administrative leave would be representing the institution at the request of the University. When the need for such leave arises, it should be requested by the supervisor through the Office of Human Resources. Participation in any professional development which requires time away from campus must have advance consultation and approval from both the direct cost center head and the appropriate Executive Council member.