

College of Geosciences  
ADMINISTRATIVE LEAVE WITH PAY  
AWARD GUIDELINES  
July 2013

In support of the University's rule/SAP regarding Administrative Leave with Pay (<http://rules-saps.tamu.edu/PDFs/31.01.01.M5.01.pdf>), the College of Geosciences has developed criteria and guidance for awarding Administrative Leave With Pay within the college.

The criteria to warrant the administrative leave will be as follows:

- For "Exemplary" performance on his/her OVERALL performance evaluation rating - up to two days of administrative leave may be awarded in increments of four (4) or eight (8) hours.
- For "Exceeds" performance on his/her OVERALL performance evaluation rating – up to one day may be awarded in increments of four (4) or eight (8) hours.

According to the policy, Administrative Leave with Pay should be taken within the fiscal year that it is awarded, and may not be converted to any other type of leave. Also, please remember to enter administrative leave into LeaveTraq.

Upon approval of the Administrative Leave With Pay Application and Approval Form located at the following URL:<http://employees.tamu.edu/docs/benefits/leave/595AdminLeaveRequest.pdf>, your department administrator will need to enter your approved leave balance in LeaveTraq. Employees redeeming their awarded Administrative Leave with Pay will need to request their leave by selecting Administrative Leave and requesting leave from their available balance in LeaveTraq.

*Other references:*

Administrative Leave With Pay Web Site --

<http://employees.tamu.edu/managers/positions/flexibleCompensation/AdminLeaveWithPay.aspx>