

Importance of Administrative Leave Policies:

An administrative leave policy allows programs to charge their federal grants for employees' salaries if the office is closed or the employee cannot work remotely because of their job duties. Your board must approve the policy before federal funders will allow grantees to charge their grants.

Administrative leave policies should:

- Say whether employees are required to use up their sick leave or paid time off before they can take administrative leave.
- Address the amount of time administrative leave can be taken e.g. 30 days. Some programs have policies that allow them to provide an additional 30 days.
- Treat all employees the same. In other words, the policy can't say that employees paid with one funding source are eligible for administrative leave and employees paid with unrestricted funding are not eligible.
- Say how much of an employee's salary will be paid i.e. employees on administrative leave will be paid 100% of their salary or a lesser amount e.g. 80%