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## Policy Information

**Effective Date:**

September 1, 1988

**Last Revised Date:**

July, 2015

**Reference:**

Classified Staff Human Resources Policy Manual 208.0

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## Policy

An employee eligible for full benefits may be granted an administrative absence with pay under certain conditions.

This policy applies to employees who are regularly scheduled to work 40 hours or more per biweekly pay period (.50 FTE or more) and whose position is expected to be active for six (6) months or more or who are on a flexible-year appointment.

### 1. Jury Duty or Material Witness Service

#### Eligibility

An employee called upon for service on a jury or as a subpoenaed witness, other than as a plaintiff or defendant, in a judicial or administrative proceeding, shall be granted administrative absence with pay to perform such service. An employee who is required to appear in court as a party with regard to a personal matter is not eligible for paid administrative leave, but may use accrued vacation, if applicable, or request time off without pay.

## **Employee Responsibility**

The employee shall notify her or his supervisor immediately upon notice of being scheduled for such service, advising the supervisor periodically during the absence if prolonged service is required, and return to work promptly upon completion of such service. An employee who can reasonably meet some or all of his/her regular work schedule is expected to do so.

## **Fees Earned**

An employee who receives a fee for jury duty or as a subpoenaed witness shall either (A) remit the jury/witness fee to the University through the supervisor or department head, according to Financial Services procedures, and record jury duty hours as administrative absence with pay, or (B) accept the jury duty fee and record jury duty hours as excused unpaid absence. Reimbursements for travel expenses may be retained by the employee.

## **2. University-Designated Emergencies**

Emergency administrative absence is used to excuse employees from reporting to or remaining at work when circumstances restrict productive work and/or jeopardize employee safety and/or health. The University President or designee may authorize any emergency administrative absence; additionally a dean or vice president may authorize an emergency administrative absence within his/her organization as necessary. Emergency administrative absence may be with pay.

## **3. Voting**

Employees shall be granted reasonable administrative absence with pay for voting in a general or special election if the polls:

- open less than three (3) hours before the employee's regular work shift, or
- close less than three (3) hours after the end of the employee's regular work shift.

Requests for such absences shall be made prior to election day. The supervisor may specify the time of day the employee may be absent.

## **4. Annual Military Active Duty**

### **Eligibility**

An employee who is a member of the National Guard or a reserve component of the U.S. Armed Forces shall be granted absence with pay for active duty or active duty training for a period not to exceed 30 workdays in any two (2) consecutive calendar years.

### **Employee Responsibility**

A copy of active duty orders must accompany an advance request for annual military active duty assignment

## **5. Bereavement**

An employee is eligible for administrative absence with pay for up to three (3) working days, because of the death of the employee's spouse, parent, parent-in-law, child, brother, sister, grandparent, grandchild, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or any other person who is a member of the employee's household. A "parent" is defined as a natural parent,

stepparent, adoptive parent, or surrogate parent. A "child" is defined as a natural child, adoptive child, foster child, or stepchild.

An employee may be granted up to two (2) additional paid working days in order to attend or arrange funeral services out-of-state.

An eligible employee may use accrued paid sick time upon death of family members who are not covered under this policy. Employees may use up to three (3) days of accrued paid sick time for this purpose and two (2) additional days to attend or arrange funeral services out-of-state.

## **6. Administrative Leaves and Family and Medical Leave**

An employee on Family and Medical Leave who would otherwise be eligible for administrative absence with pay should notify the supervisor of the event and be credited with the appropriate pay designation. Paid administrative absence shall not be credited toward Family and Medical Leave entitlement.

## **Related Information\***

[Financial Services Office Policy 8.10. Cash Receiving—Jury Duty \[2\]](#)

[Arizona Board of Regents policy 6.806. Bereavement Leave \[3\]](#)

[Arizona Board of Regents Policy 6-807 Administrative Leave \[4\]](#)

## **Revision History\***

Updates to merge Classified Staff and UHAP policies, April and July 2015

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### **Source URL:**

<http://tobaccofree.arizona.edu/employment-human-resources/administrative-absence-pay>

### **Links**

[1] <mailto:hradmin@email.arizona.edu>

[2] <http://policy.fso.arizona.edu/fsm/800/810#jury>

[3] <https://public.azregents.edu/Policy%20Manual/6-806-Bereavement%20Leave.pdf>

[4] <https://public.azregents.edu/Policy%20Manual/6-807-Administrative%20Leave.pdf>