



A d m i n i s t r a t i v e P r o c e d u r e

Category:	Procedure:	
Human Resources	Administrative Leave	
Descriptor Code:	Issued Date:	Revised Date:
AP-G-460	June 1997	September 2003

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41

1. An employee must give the Superintendent one week's written notice for a leave to be approved.
2. An employee must fill out and submit a Leave Request form (BO-157) to the Superintendent for approval.
3. Form BO-157 must be submitted even if the leave is with or without pay.
4. Administrative Leave may be used for the purpose of recruitment, serving on a board or commission of the state, to work for the state Department of Education, an appointment made by the Governor or General Assembly, or other event granted by the Superintendent.
5. Such a leave does not count against accumulated leave credit.