



Policy Directory

Responsible Division: Finance and Administrative Services
Responsible Office: Human Resources
Issue/Revision Date: 12/01/2017

Administrative Leave

Policy:

Administrative leave with pay may be granted to an employee serving as a witness or juror (not to exceed 2 weeks), as verified by the clerk of the court. Verification must be provided to the Office of Human Resources. Administrative leave may also be granted in the event of extreme weather conditions or authorized closings. The granting of administrative leave is solely within the discretion of the University President/IEO.

In the event that Alcorn State University's offices close due to inclement weather, an emergency, or a declared holiday by the President/IEO, employees will be given time off with pay for those hours. Individuals who are on personal or major medical leave during the closing will not be charged for the official absence.

Administrative leave is not counted against the earned leave credit of employees.