

HUMAN RESOURCES

Leave and Leaves of Absence

Administrative Leave Employee Request

This regulation supersedes Regulation 4811.2.

I. PURPOSE

To establish procedures governing the granting of administrative leave requested by employees for in-service training or conferences and for special situations necessitating leave not authorized elsewhere in policies and regulations.

II. APPROVAL AUTHORITY

Program managers shall have approval authority for employees under their supervision.

Written approval is required whenever an absence necessitates the employment of a substitute and/or travel outside the building to which the employee is assigned. When travel for professional development is to a facility not under the auspices of Fairfax County Public Schools (FCPS) or Fairfax County (FC), an administrative leave form shall be completed.

When professional development travel is to an activity within FCPS or FC, written advance notification shall be provided to the principal or program manager. The form of the written notification is at the discretion of the principal or program manager.

III. CONDITIONS

Administrative leave is provided to enable employees to pursue professional growth experiences that they identify as related to job requirements. In approving requests, consideration will be given to the following factors:

- A. Availability of a suitable substitute, if applicable
- B. Impact of the employee absence on the program
- C. Potential contribution to the school system
- D. Depth of individual participation
- E. Number and frequency of requests of employees at the work location
- F. Seniority

IV. PAY STATUS

Administrative leave may be with or without pay as determined by the degree to which the intended activity is job-related.

V. APPLICATION PROCESS

A. The Administrative Leave Form (PL-334)

An administrative leave form (PL-334) shall be obtained from the employee's program manager, completed, and returned to the program manager. Employees on assignments such as recruiting trips or legislative coverage shall not be required to submit written administrative leave requests.

B. Advance Approval

An administrative leave form should be submitted far enough in advance to allow time for an approval decision prior to the beginning date of requested leave.

C. Out-of-County Travel Form (FS 11-71)

When reimbursement is expected, the Out-of-County Travel Approval/Advance Payment form (FS 11-71) shall accompany the administrative leave request form at the time of application.

See also latest version of Regulation 5310.8, Travel—Local and Out of County