## Information

Other Administrator Leave

## Effective

January 1985

## Number

PER-4.23

## Applicability

This policy applies to University Administrators.

## Administrative Authority

Board of Trustees

## Responsible Unit

Human Resources

Miller Information Technology Center Rm 02C

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Louisville, KY 40292

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## History

This policy is consistent with Redbook Article 2.3, Sec.2.3.4 and the Short-Term Absences and Leaves of Absence policy adopted January 1985 and as amended and approved by the Board of Trustees on November 28, 1988 and October 26, 1992.

Revision Date(s): August 15, 2017 (reformatted only); December 8, 2021 (minor edits); August 24, 2022 (minor edit); April 8, 2026

Reviewed Date(s): August 15, 2017

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### Categories

## Statement:

#### Administrative Leave

It shall be the policy of the university to grant administrative leave to administrators who have served in that capacity for ten years or more. Such leave may be granted for a period of up to three months, no more frequently than every five years, by the President after consultation with the administrator's immediate supervisor.

#### Short-Term Absences & Leaves of Absence

An absence of more than four weeks is considered to be a leave. An administrator leave shall be approved by the President and reported to the Board of Trustees for information purposes only.

## Related Information:

Redbook Article 2.3, Section 2.3.4

## Definitions:

http://louisville.edu/hr/policies/definitions