46/Administrative Leave

I. REFERENCES AND RELATED POLICIES
   A. UC SPP 31 - Hours of Work
   B. UC SPP 46 - Administrative Leave

II. PROCEDURES FOR NATURAL DISASTERS OR HUMAN DISORDERS
    In the event of a natural disaster or human disorder that effectively prevents employees from attendance at work or their continuance at work, the following procedures should be followed:
    
    A. The department head or designee shall inform the Assistant Vice Chancellor-Human Resources of the disaster or disorder.
    
    B. The Assistant Vice Chancellor-Human Resources shall consult with appropriate offices, e.g., Environment Health and Safety, Physical Plant Service, Facilities Design and Construction, Campus Police Department, etc., to determine the extent, effects, and probable duration of the disaster or disorder.
    
    C. The recommendations of all offices involved shall be submitted by the Assistant Vice Chancellor-Human Resources to the Chancellor or the Chancellor’s designated representative for a decision as to whether the disaster or disorder is of sufficient consequence to declare that an emergency exists.
    
    D. Upon such declaration as determined in II.C above, the Assistant Vice Chancellor-Human Resources shall notify the affected departments that administrative leave with pay may be granted and accounted for in accordance with PPM 395-4.1, 4.2, 4.3.