

Internal Policies and Procedures of the Utah State Board of Education	
Policy #	04-18
Subject	Employee Leave
Date:	September 14, 2020
Policy Owner	Michelle Watts
Policy Officer	Scott Jones – Deputy Superintendent of Operations
References	DHRM R477-8-13

I. Purpose and Scope

1. Department of Human Resource Management Rule [R477-8-13](#) allows state agency management to pay out excess hours under certain circumstances. This policy establishes when excess leave may be paid out.
2. This policy establishes when leave for a military spouse may be granted.

II. Excess Leave Payout

1. Excess hours may be used or accrued by an employee consistent with the provisions of R477-8-13.
2. Consistent with R477-8-13, USBE will pay out excess hours:
 - a. for all hours accrued above the limit set by DHRM (80 hours);
 - b. when an employee is assigned from one agency to another; and
 - c. upon separation from USBE.
3. USBE management will not exercise discretion allowed under R477-8-13(1)(e) to pay out excess hours outside of Subsection (2).

III. Leave for Military Spouse

1. The Superintendent or a Deputy Superintendent may authorize the use of up to three days (24 hours) of Administrative Leave for a USBE employee whose spouse is home on leave from a military deployment or returning home from a military deployment.
2. If approved by the Superintendent or a Deputy Superintendent, a USBE employee shall indicate Administrative Leave (OA) on the employee’s timesheet for the number of hours approved.