

Chapter: Employee Awards and Recognition	Effective Date: 11/15/14
Title: Administrative Leave for Outstanding Performance	
ACA: N/A	Page: 1 of 2
Statute(s): Gov't Code §661.911	Replaces: PRS.10.05, 10/15/13

(a) **Policy.**

The Texas Juvenile Justice Department (TJJD) may grant paid administrative leave to an employee in accordance with state law and this policy as a reward for outstanding performance.

(b) **Definitions.**

For definitions of certain terms used in this policy, see the PRS Glossary.

(c) **General Provisions.**

- (1) State law allows state agencies to grant administrative leave to employees as a reward for outstanding performance documented by the employee's performance evaluation.
- (2) Administrative leave for outstanding performance:
 - (A) may be granted **with** a merit salary increase or one-time merit payment awarded to an employee in accordance with [PRS.10.03](#) or **without** a merit award;
 - (B) must be granted in eight-hour increments, with a maximum of 32 hours granted per employee per fiscal year; and
 - (C) must be taken within one year after the leave is granted.

(d) **Procedures.**

(1) **Minimum Eligibility Requirements.**

To be eligible for administrative leave for outstanding performance, an employee must:

- (A) have been employed with TJJD for at least six consecutive months;
- (B) not have received any disciplinary action as defined in [PRS.35.01](#) within the prior six months; and
- (C) have a performance evaluation issued in the past 12 months or have a completed performance evaluation signed by the appropriate supervisor(s) and ready to be issued that meets the following criteria:

Position	Criteria
<ul style="list-style-type: none"> • Juvenile Correctional Officer (JCO) • Principal • Assistant Principal • Teacher • Academic Counselor 	Receive the highest rating for at least 75% of the performance standards/essential functions on the position-specific performance evaluation form
Any other position	Receive the following number of points on the standard evaluation form: <ul style="list-style-type: none"> • 28 points for a non-supervisory position • 34 points for a supervisory or managerial position • 37 points for a director position

(2) **Submission of Recommendation.**

(A) To recommend an employee, **a supervisor in the employee's chain of supervision** must submit the following to the local human resources administrator (HRA):

- (i) a Recommendation for Administrative Leave for Outstanding Performance form, [HR-408](#), specifically describing the employee's outstanding performance; and
- (ii) a copy of the performance evaluation supporting the recommendation when the performance evaluation has been completed and approved but not yet issued to the employee.

Note: If the employee has also been recommended for a one-time merit payment or merit salary increase, the **supervisor** must also attach the Recommendation for Merit Salary Increase or One-Time Merit Payment form, [HR-409](#), to the HR-408 and write "see attached" on the HR-408. This ensures that the [chief local administrator \(CLA\)](#) is aware of both recommendations.

(B) The **HRA** confirms the employee's eligibility. If the employee is eligible, the HRA submits the recommendation to the CLA for review and approval or disapproval.

(3) **Approval/Disapproval of Recommendation.**

(A) If the **CLA** approves the recommendation, he/she:

- (i) coordinates with the recommending supervisor to notify the employee of the reward; and
- (ii) returns the original HR-408 to the HRA for filing in the employee's personnel file.

(B) If the **CLA** does not approve the recommendation, he/she:

- (i) notifies the recommending supervisor; and
 - (ii) returns the original HR-408 to the HRA for filing in the employee's personnel file.
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