



Administrative Leave Instructions to Add Administrative Leave in Workday

The CEO or designee may grant administrative leave to an employee as a reward for outstanding performance documented in an employee performance appraisal completed within the last 12 months. No more than 32 hours of administrative leave may be granted to an employee in a fiscal year.

Adding Administrative Leave

Pull up the employee in Workday

Go to:

Actions

Time and Leave

Maintain accrual and time off adjustments/overrides

Select the "+" button

In blank field under 'select accrual/time off' click on bars and choose 'Absence accruals and time offs'

Then, select 'administrative grant'

Under 'units' put number of hours

Under 'period' click on bars and select 'eligible periods'

Select the appropriate year

Select the appropriate month

Enter a comment

Hit "OK"

These hours should then appear on the employee's leave balance and they should be able to use them.