

**Subject: Administrative Leave**  
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## **POLICY**

Administrative Leave is defined as an authorized leave with pay for events beyond the control of an employee or Tribal management that does not meet any other leave status. Not limited to the following: such events are inclement weather, cultural events, disasters, or events that have the potential to expose an employee to unsafe or unreasonable working conditions.

The Tribal Chair shall make the authorization for the declaration of such leave, and this authority may be delegated by the Tribal Chair to his designee.

Administrative Leave shall not count as hours worked for an employee in determining overtime pay for exceeding 40 hours in a work week.

### **Events:**

If you are an employee of the Kaw Nation and are participating in an event that requires you to be gone during your regularly scheduled work hours AND you are given pay through the event for participating, you must either choose to receive the administrative pay for the work hours missed OR the participation pay from the event. If you so chose to receive the administrative pay, you must remit the participation pay received from the event into the Kaw Nation general fund upon receipt of the participation pay.

All events are subject to approval from the Chair in order to receive the administrative pay for the work hours missed.