



# CMI

College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

P.O. Box 1258  
Uliga Campus  
Majuro, Marshall Islands, MH 96960

Tel: (692) 625-3394/3291/4931  
Fax: (692) 625-7203  
Email: [bor.regents@cmi.edu](mailto:bor.regents@cmi.edu)

# CMI POLICY NO. 400 - 7.8

## Administrative Leave

Status: Active  
Effective Date: March 18, 2024  
Approval Date: March 18, 2024

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| <p><b>1. Policy Statement</b></p>                            | <p>The College provides a number of paid leaves as part of its benefits package. Administrative applies to all permanent employees, authorizing absence from place of duty with pay.</p>   |
| <p><b>2. Purpose for the Policy</b></p>                      | <p>This policy is in place to ensure the College accounts for all employees during their employment with the institution. Any administrative leave must be approved ahead of time by the President and the HR Director to minimize exposure to risk and liabilities. When an employee travels on duty or is away from the designated work place, the life insurance policy carrier reviews status of the employee, and determines if such removal from original work place was an authorized travel or movement to extend the coverage outside its primary scope. This proposal clarifies elements of such.</p> <p>Furthermore, this policy streamlines and refers to the existing Travel Policy instead of being redundant.</p> |
| <p><b>3. Definitions</b></p>                                 | <p>Administrator refers to the Vice President that an employee's department reports to.</p>  |
| <p><b>4. <i>Statements of Elaboration of Policy.</i></b></p> | <p>The current policy specifies more clearly the word 'duty;' further it removes Government funeral and related as one of the conditions as this is not practical for monitoring and administering; and lastly it elaborates more the off campus or off island to ensure that shall any unforeseen event arise, the employee is covered as it was within the scope of authorized duty or travel of the College. It will now read as such:</p>  |



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### **7.8 Administrative Leave**

7.8.1 General. Administrative Leave applies to all permanent Employees. Administrative Leave is absence from assigned duty location with pay which has been authorized by the President.

7.8.2 Conditions. Employees must use the "Application for Leave" form to apply for all forms of Administrative Leave. Administrative Leave may be granted by the President for the following reasons:

- a. To minimize human risk when a hazardous weather condition has been declared by the appropriate government official.
- b. To receive medical treatment and to recuperate from an injury sustained in the line of duty, after exhausting Annual Leave and Sick Leave.
- c. To vote in public elections, not to exceed four (4) hours.
- d. To attend a government funeral or the funeral of a Staff/Faculty member or the funeral of an immediate family member of a Staff/Faculty member.

7.8.3 Approved Travel Administrative Leave. Travel Administrative Leave may be granted to Employees by the President to attend official meetings and professional conferences off campus or off island, or to temporarily change assignment in the performance of College duties. Leave taken under this subsection requires the Employee to file and attach an approved travel proposal by the Administrator and President. The approved travel proposal and administrative leave will be used to support the Departmental Travel Authorization for any release of financial arrangements pertaining to the travel.

For processing a Travel Authorization request (TA), please refer to the Travel Policy administered by the Business Office.

Administrative Leave Application Form is also attached.



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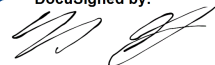
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|--|---|
| i. <b>Cross References to Related Policies</b>                               | Travel Policy   |
| 5. <b>Responsible Officer</b>  | Director Human Resources  |
| 6. <b>Key Offices to Contact Regarding the Policy and its Implementation</b> | Human Resources Department  |
| 7. <b>Links to Procedures or Forms</b>                                       | <a href="https://docs.google.com/document/d/1leKr06se6cooCNApJKMEhisWvpQKinTb/edit">https://docs.google.com/document/d/1leKr06se6cooCNApJKMEhisWvpQKinTb/edit</a> |
| 8. <b>Date of Initial Policy</b>   | 2007  |
| 9. <b>Date(s) of Any Revisions</b>   |   |

President's Signature

DocuSigned by:  
  
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**March 18, 2024**

**Dr. Elizabeth Switaj**

**Date**