

MANAGEMENT DIRECTIVE

Commonwealth of Pennsylvania Governor's Office

Subject: Administrative Leave to Compete in International and World Championships	Number: 530.10 Amended
Date: July 20, 2010	By Direction of:  Naomi Wyatt, Secretary of Administration
Contact Agency: PA Office of Administration, Office of Human Resources Management, Bureau of Employee Benefits and Services, Telephone 717-787-9872	

This amendment clarifies policy, updates terminology and procedures, and adds responsibilities to ensure absences to compete in international and world championships are in accordance with absence policies. Marginal dots are excluded due to major changes.

- 1. PURPOSE.** To support the United States Olympic Committee (USOC), the Amateur Athletic Union (AAU) of the United States, and the International Olympic Committee (IOC) in the promotion of the "broken employment time" concept.
- 2. SCOPE.** This directive applies to permanent employees in all departments, boards, commissions, and councils (hereinafter referred to as "agencies") under the Governor's jurisdiction.
- 3. OBJECTIVE.** To ensure absences for the purposes of training and competing in international and world championships are administered in accordance with established absence policy.
- 4. DEFINITIONS.** The following definitions pertain to this directive. For purposes other than this directive, these words and terms may have different meanings.
 - a. Amateur.** An athlete who is not competing for payment of services rendered.
 - b. Broken Employment Time.** The reimbursement of salary during an amateur athlete's absence from work to train and compete in Olympic or international games. Under this concept, amateur athletes who are chosen to represent the United States in international and world championship competition may draw compensation from their employers while training and competing in such events without impairing their amateur status.

5. POLICY.

- a. Employees who train and compete in international and world championships shall be granted administrative leave up to a maximum of 30 workdays per leave calendar year.
- b. The 30 workdays per leave calendar year may be granted for official training periods as determined by the AAU, the USOC, or the IOC, travel time to and from a competition site, and a reasonable period of time at the competition site.
- c. Employees granted administrative leave for this purpose shall be compensated at their regular rate of pay.
- d. All or any portion of approved administrative leave to train and compete in international and world championships may be cancelled retroactively, by the PA Office of Administration (OA) if an employee does not participate in training or competition.
- e. Employees who officiate or serve in other capacities at international and world athletic championships and who are not competitors are not eligible for administrative leave.
- f. For employees working on an Alternate Work Schedule (AWS), time greater than the hours of the standard work schedule must be charged to annual or personal leave.

6. RESPONSIBILITIES.

- a. The **employee** is responsible for:
 - (1) Completing and providing to the Agency Human Resource Office the Request for Administrative Absence To Compete In International And World Championships form at least 30 calendar days prior to first absence.
 - (2) Scheduling time for official training periods when it is least disruptive to operations.
 - (3) Supplying supporting documentation.
- b. The **Agency Human Resource Office** is responsible for:
 - (1) Ensuring that all Request for Administrative Absence To Compete In International And World Championships forms are provided to OA, Office of Human Resources Management, Bureau of Employee Benefits and Services, at least 30 calendar days prior to first absence.
 - (2) Communicating the approval/denial to the employee.

- c. **OA, Office of Human Resources Management, Bureau of Employee Benefits and Services**, is responsible for reviewing and approving/denying all Request for Administrative Absence To Compete In International And World Championships forms in accordance with this policy.
- d. The **Approving Authority/Supervisor** is responsible for approving absences consistent with operational requirements, monitoring absence usage per employee, and verifying supporting documentation in accordance with this policy.

7. PROCEDURES.

- a. **Employee.** Requests administrative leave using the Request for Administrative Absence To Compete In International And World Championships form (Enclosure 1) at least 30 calendar days prior to first absence.
- b. **Agency Human Resource Office.** Obtains approval from the agency head and forwards the request for approval to OA, Office of Human Resources Management, Bureau of Employee Benefits and Services, at least 30 calendar days prior to first absence.
- c. **OA, Office of Human Resources Management, Bureau of Employee Benefits and Services.** Provides notice of approval/disapproval to the Agency Human Resource Office.
- d. **Agency Human Resource Office.** Communicates approval/disapproval to employee and approving authority/supervisor.
- e. **Employee.** Enters absence request(s), if approved, and includes reason for the absence, i.e., "international or world championship – approved by OA [date]", in the text portion of the absence request.
- f. **Approving Authority/Supervisor.** Approves absence request(s) consistent with operational requirements and obtains supporting documentation.
- g. **Agency Human Resource Office.** Audits administrative leave usage for employees to ensure absence usage is consistent with policy, verifies supporting documentation, and corrects absence if discrepancy is discovered.

Enclosure 1: Request for Administrative Leave To Compete In International and World Championships

This directive replaces, in its entirety, *Management Directive 530.10* dated July 23, 1996.

**REQUEST FOR ADMINISTRATIVE LEAVE
TO COMPETE IN INTERNATIONAL AND WORLD CHAMPIONSHIPS**

Commonwealth of Pennsylvania

PART I: TO BE COMPLETED BY EMPLOYEE			
Employee Name		Personnel Number	
Agency		Work Location/Building	
Job Classification		Biweekly Salary	
Absence Begin Date	Absence End Date		Total Work Days
Employee Statements:			
<p>I am requesting a paid administrative absence to train and/or compete in an international or world championship. I understand that my request must be submitted at least 30 calendar days prior to my first absence, along with proof of training or competition. The proof for this request must include the following information:</p> <ul style="list-style-type: none"> ▪ Signature and telephone number of an official of the United States Olympic Committee (USOC), the Amateur Athletic Union (AAU) of the United States, or the International Olympic Committee (IOC) ▪ Competition events and dates of competition; ▪ Dates of the official training period; and ▪ Dates of travel time to and from training and competition sites. 			
Employee Signature		Date	
PART II: TO BE COMPLETED BY AGENCY HUMAN RESOURCE OFFICE			
<p><input type="checkbox"/> Requestor is a permanent employee.</p> <p><input type="checkbox"/> Documentation that supports absence is attached.</p> <p><input type="checkbox"/> Request is for a period of 30 workdays or less.</p> <p>I recommend: <input type="checkbox"/> Approval <input type="checkbox"/> Disapproval</p>			
Agency Head/Designee Signature		Date	
PART III: TO BE COMPLETED BY PA OFFICE OF ADMINISTRATION			
<p><input type="checkbox"/> Approved <input <input="" style="width: 150px; height: 20px;" type="checkbox" value="Days Approved:" =""/> Disapproved</p> <p style="margin-left: 400px;">Reason:</p>			
Secretary of Administration/Designee Signature		Date	