



Management Directive

Commonwealth of Pennsylvania

Governor's Office

Management Directive 530.10 Amended – Administrative Leave to Train for and Compete in Olympic or International Games on Behalf of the United States

Date: September 8, 2022

By Direction of: 
Michael Newsome, Secretary of Administration

Contact Agency: Office of Administration
Human Resources and Management
Office of Employee Relations and Workforce Support
Bureau of Employee Benefits
Telephone 717.787.9872

This directive establishes policy, responsibilities, and procedures related to administrative leave for Permanent Employees to train for and compete in Olympic or International Games on behalf of the United States. The directive is amended to clarify policy, update terminology and procedures, and add responsibilities to ensure absences to train for and compete in Olympic or International Games are in accordance with the Commonwealth's leave policies.

1. PURPOSE.

To provide Permanent Employees with limited, paid time off to train for and compete in Olympic or International Games on behalf of the United States.

2. SCOPE.

This directive applies to all Permanent Employees in departments, offices, boards, commissions, and councils under the Governor's jurisdiction (hereinafter referred to as "agencies").

3. OBJECTIVE.

To ensure employee absences for the purpose of training for and competing in Olympic or International Games on behalf of the United States are administered in accordance with established leave policies.

4. DEFINITIONS.

- a. Olympic or International Games.** International games recognized by the United States Olympic & Paralympic Committee (USOPC), the International Olympic Committee (IOC), or a similar organization.
- b. Permanent Employee.** An agency employee (salaried, wage, full-time and part-time) who was hired with the expectation of being in an active pay status for more than 12 consecutive months, or for 9 to 12 consecutive months inclusive on an annually recurring basis.

5. POLICY.

- a.** Permanent Employees who train for and compete in Olympic or International Games on behalf of the United States shall be granted administrative leave up to a maximum of 30 workdays per leave calendar year.
- b.** Administrative leave may be granted only for official training periods, as determined by the applicable organization, where such training periods conflict with the Permanent Employee's regular work hours; for travel time to and from a competition site, where such time conflicts with the Permanent Employee's regular work hours; and for the period of time in preparation and in competition at the competition site, where such time conflicts with the Permanent Employee's regular work hours.
- c.** Permanent Employees who are granted administrative leave to train for and compete in Olympic or International Games on behalf of the United States shall be compensated at their regular rate of pay.
- d.** All or any portion of approved administrative leave to train for and compete in Olympic or International Games on behalf of the United States may be rescinded if the Permanent Employee does not provide documentation to support the absence or if the request is not submitted timely.
- e.** Permanent Employees who officiate or serve in other capacities at Olympic or International Games, and who are not competitors, are not eligible for administrative leave.
- f.** For Permanent Employees working on an Alternate Work Schedule (AWS), leave must be entered for any additional hours over the employee's standard work schedule (7.5/8.0 hours).

6. RESPONSIBILITIES.

- a. Permanent Employees shall:**
 - (1)** Provide their supervisor with advance notice of their intention to train for and compete in Olympic or International Games on behalf of the United States.
 - (2)** Schedule time for official training periods and travel time when it is least disruptive to Commonwealth operations.
 - (3)** Submit a Request for Administrative Absence to Compete in Olympics or International Games on Behalf of the United States (Enclosure 1) to their agency Human Resources (HR) Office or OA, HR Delivery Center

(HRDC) at least 30 calendar days before the first day of administrative leave is needed.

- (4) Supply documentation supporting the granting of administrative leave under this directive to Agency HR Offices or the appropriate OA, HRDC staff.
- (5) Submit a leave request through Employees Self Service (ESS). In those instances where the Permanent Employee does not request leave through Employee Self Service, the employee should submit such request in a manner consistent with their normal protocols.

b. Agency HR Offices and OA, HRDCs shall:

- (1) Ensure that all Requests for administrative leave to train for and compete in Olympic or International Games on behalf of the United States are provided to OA, Human Resources and Management, Office of Employee Relations and Workforce Support, Bureau of Employee Benefits (BEB) at least 20 calendar days prior to the first anticipated absence for such purposes.
- (2) Communicate the approval/denial of the request for administrative leave to the Permanent Employee.
- (3) Audit administrative leave usage under this directive to ensure such usage is consistent with policy, verify supporting documentation, and correct leave as appropriate if any discrepancies are discovered.

c. OA, BEB shall review and approve/deny all requests for administrative leave to train for and compete in Olympic or International Games on behalf of the United States in accordance with this directive.

d. Managers/Supervisors shall:

- (1) Approve leave requests through Supervisor Self Service or in a manner consistent with their normal protocols.
- (2) Monitor leave usage of the Permanent Employee and verify supporting documentation in accordance with this directive.

7. PROCEDURE.

- a. Permanent Employee.** Requests administrative leave to train for and compete in Olympic or International Games on behalf of the United States using the Request for Administrative Absence to Compete in Olympics or International Games on Behalf of the United States (Enclosure 1) at least 30 calendar days prior to the first anticipated absence.
- b. Agency HR Offices and OA, HRDCs.** Obtains approval from the agency head and forwards the request for approval to OA, BEB (ra-benhelp@pa.gov), at least 30 calendar days prior to the first anticipated absence.
- c. OA, BEB.** Provides notice of approval/disapproval of the request for administrative leave to the Agency HR Office or OA, HRDC.

- d. **Agency HR Offices and OA, HRDCs.** Communicates approval/disapproval of the request for administrative leave to the Permanent Employee and their supervisor.
- e. **Permanent Employee.** Submits leave request(s) through ESS and includes reason for the absence (i.e., "Olympic or International Games – approved by OA [date]") in the text portion of the leave request.
- f. **Manager/Supervisor.** Approves leave request(s) consistent with operational requirements and obtains supporting documentation as necessary.
- g. **Agency HR Offices and OA, HRDCs.** Audits administrative leave usage under this directive to ensure such usage is consistent with policy, verifies supporting documentation, and corrects leave as appropriate if any discrepancies are discovered.

Enclosure 1: Request for Administrative Leave to Compete in Olympic or International Games on Behalf of the United States

This directive replaces, in its entirety, *Management Directive 530.10 Amended*, dated July 20, 2010.

**REQUEST FOR ADMINISTRATIVE LEAVE
TO COMPETE IN OLYMPIC OR INTERNATIONAL GAMES ON BEHALF OF THE UNITED STATES**

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 Workdays
Employee Statements:		
<p>I am requesting paid administrative leave to train for and/or compete in Olympic or International Games on behalf of the United States. I understand that my request must be submitted at least 30 calendar days prior to my first anticipated 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"> ▪ Printed name, signature, telephone number, and e-mail address of an official of the United States Olympic & Paralympic Committee (USOPC), the International Olympic Committee (IOC), or other applicable organization; and ▪ Competition events, location(s), and date(s) of competition; and ▪ Date(s) and location(s) of the official training period; and ▪ Date(s) of travel time to and from training and competition sites. 		
Employee Signature	Date	
PART II: TO BE COMPLETED BY AGENCY HR OFFICE OR HR DELIVERY CENTER		
<p> <input type="checkbox"/> Requestor is a permanent employee. <input type="checkbox"/> Documentation to support the absence is attached. <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 Days Approved: <input type="checkbox"/> Disapproved Reason: </p>		
Secretary of Administration/Designee Signature	Date	