



THE UNITED STATES VIRGIN ISLANDS
OFFICE OF THE GOVERNOR
GOVERNMENT HOUSE
Charlotte Amalie, V.I.00802
340-774-0001

MEMORANDUM

TO: All Commissioners, Agency Heads, and Human Resources Directors
FROM: Governor Albert Bryan Jr. 
DATE: August 21, 2026
SUBJECT: **Approval Authority for Administrative Leave**

Effective immediately, the following policy shall govern the approval of administrative leave for Executive Branch employees.

Commissioners and Agency Heads are authorized to approve up to eight (8) hours of administrative leave for employees under their supervision, consistent with applicable laws, regulations, and personnel policies.

Any request for administrative leave exceeding eight (8) hours must receive the prior written approval of the Governor. No employee shall be placed on administrative leave beyond eight hours without such approval.

Requests requiring the Governor's approval must include:

1. A memorandum signed by the Commissioner or Agency Head requesting approval.
2. The employee's name, position, department, and employment status.
3. A detailed explanation of the reason administrative leave is being requested.
4. All supporting documentation relevant to the request.

5. The requested beginning date of the administrative leave and a date certain for the employee's anticipated return to duty. If a return date cannot be established at the time of the request, the memorandum must explain why and provide an anticipated timeline for reassessment.

Human Resources Directors shall not process or record any administrative leave exceeding eight (8) hours unless the request bears the written approval of the Governor. This policy is intended to ensure uniformity, accountability, and appropriate oversight in the administration of administrative leave throughout the Executive Branch.

Your cooperation and compliance with this directive are appreciated.