Administrative Leave Policy

Policy Number	300.49.02	**Custodian**	Human Resources
Approved Date	11/17/2020		
Effective Date	8/15/2024	**Review Date**	Nov. 2020
References: Inclement Weather Policy 300.22			

1. **Purpose**

   To support the use of administrative leave when the leave of a non-faculty personnel is in the best interest of the college.

2. **Persons Affected**

   2.1. Staff

3. **Policy**

   This policy is to ensure the following:

   3.1. There is a process for employees to request administrative leave, with or without pay, for a specified period of time, when it is in the best interest of the college.

   3.2. Administrative leave is used to retain an employee relationship.

4. **Definitions**

   4.1. Administrative Leave. A classification designating leave, with or without pay, which may be granted for extenuating or special circumstances which do not fall under existing college policies.

   4.2. Employee. Staff and faculty who are working on paid appointments, whether hourly or salaried.

5. **Procedures**

   5.1. The immediate supervisor and human resources determine when an individual employee shall be placed on administrative leave.

   5.2. The President determines administrative leave when multiple staff are involved for any period of time.

5.3. Employees indicate administrative leave on their individual timecard as instructed at the time of the designation.

5.4. Supervisors confirm the time is recorded accurately.

5.5. Administrative leave is designated when the leave does not fall within existing leave policies and does not cause a hardship to the operations or the college. Examples of administrative leave may include:

- Campus, employee and/or student safety
- Fitness for duty
- Weather, disaster, or other emergency or environmental situation that may create a risk for employees
- Necessity to remove an employee from the workplace while an internal or external investigation or review ensues
- A health or safety condition impacting campus

5.6. The human resources department and president collaborate on college initiated administrative leave.

5.7. Employees placed on administrative leave with pay will be compensated and benefits will remain intact.

5.8. Employees placed on administrative leave without pay will not be compensated for the leave.

5.9. Administrative leave status does not impact the at-will employment relationship.

Revision History

Rev. Date	Rev. No.	Revision
8/15/2024	2.	Housekeeping; New Format; Custodian Change
11/2020	1.	Original