

# Administrative Leave Policy

<b>Policy Number</b>	300.49.00	<b>Custodian</b>	Human Resources
<b>Approved Date</b>	8/15/2024		
<b>Effective Date</b>	8/15/2024	<b>Review Date</b>	Nov. 2020
<b>References:</b> 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