
SUBJECT: ADMINISTRATIVE LEAVE

1.0 PURPOSE

- 1.1. In some circumstances, it is advisable for employees to be asked to temporarily leave work. This policy outlines the actions to be taken in those circumstances.

2.0 DEFINITIONS

- 2.1. **PAID ADMINISTRATIVE LEAVE:** a general leave status which is paid.
- 2.2. **UNPAID ADMINISTRATIVE LEAVE:** a general leave status which is unpaid with benefits.
- 2.3. **IMMEDIATE SUPERVISOR:** the lowest level of salaried supervision of an Employee.
- 2.4. **ADMINISTRATION:** any administrative officer of the College including the President, Vice Presidents, Provost, Associate Vice Presidents or Provosts.

3.0 POLICY**3.1. General Provisions**

- 3.1.1. An employee may be placed on Paid Administrative Leave if it is determined by the College that an employee should not be on campus for a temporary period. Examples of when an employee may be placed on Administrative Leave include, but are not limited to:
 - 3.1.1.1. a work area must be closed for repairs,
 - 3.1.1.2. an internal review or investigation, or
 - 3.1.1.3. for an investigation of an external event that might affect employment, such as an arrest of the employee.
- 3.1.2. In exceptional circumstances an employee may be placed on Unpaid Administrative Leave if it is determined by the College that the action is necessary. The placing of an employee on Unpaid Administrative Leave should generally occur in connection with Level Two or Three Corrective Action but may be done prior to the commencement of Corrective Action. Examples include, but are not limited to:
 - 3.1.2.1. the arrest and/or incarceration of an employee;
 - 3.1.2.2. the absence of an employee from the workplace;
 - 3.1.2.3. a determination that an employee may be a danger to others.
- 3.1.3. Paid and Unpaid Administrative Leave is not disciplinary in and of itself, and may not be grieved but an employee may seek to recover

lost wages if placed upon Unpaid Administrative Leave and Termination does not occur.

- 3.1.4. If an employee who is assigned to teach classes is placed on Paid Administrative Leave as the result of an internal or external investigation, the classes will immediately be reassigned and this will generally be extended until the end of the term.
- 3.1.5. Employees on Paid Administrative Leave who are receiving pay as the result of an overload assignment will continue to receive pay for that overload assignment as if they had not gone on Administrative Leave.
- 3.1.6. While on Administrative Leave, the employee generally will not be allowed to perform any work for the college, and access to college systems will be restricted.

3.2. Initiation, Review and Approval of Administrative Leave

- 3.2.1. Administrative Leave will typically be recommended by the immediate supervisor, other Administrative Employees, or an investigator such as in cases where it is deemed necessary to preserve evidence, prevent retaliation, to protect the property or reputation of the College, or to protect the parties and witnesses of the investigation.
- 3.2.2. Administrative Leave is an extraordinary measure and will not routinely be implemented. Recommendations for Administrative Leave will be carefully reviewed by HR, legal counsel, and the appropriate Administration officers (generally the cognizant VP) with notification to and input from the employee's Immediate Supervisor.
- 3.2.3. The College President will be notified of all Administrative Leave decisions.

3.3. Notice of Administrative Leave.

- 3.3.1. After a decision has been made to place an employee on Administrative Leave, Human Resources will prepare a letter to share with the employee. The letter will generally be delivered by HR and the Immediate Supervisor. The decision letter will outline:
 - 3.3.1.1. The begin date of the leave
 - 3.3.1.2. The end date of the leave, if known
 - 3.3.1.3. The reasons for the leave
 - 3.3.1.4. That Administrative leave is not discipline and may not be grieved

- 3.3.1.5. Whether the leave is Paid or Unpaid.
- 3.3.2. The following offices will also be informed of the Administrative Leave:
 - 3.3.2.1. Payroll, to process the administrative leave
 - 3.3.2.2. Purchasing, to restrict the ability to spend college funds
 - 3.3.2.3. IT, to remove access to sensitive information and tasks
 - 3.3.2.4. Campus Security, to be aware that the employee should not be on Campus.
- 3.4. Ending Administrative Leave.
 - 3.4.1. When the reasons for placing an employee on administrative leave are no longer applicable, the employee may be returned to normal employment or the matter may be progressed to Corrective Action.
 - 3.4.2. This decision will be made by HR after consultation with necessary parties such as the immediate supervisor and the appropriate Vice President or President.
 - 3.4.3. If the employee had been assigned to teach classes, a decision will be made if the employee will or will not return to classes during the current semester.
 - 3.4.3.1. Full-time faculty may be given other assignments in-lieu of their course load for the remainder of the semester.