

**Administrative leave.**

(A) Administrative leave, with or without pay, may be given for an employee to leave the college's property (whether owned, leased, rented or used by the college), or not to return to the college's property (whether owned, leased, rented or used by the college) for a specified period of time:

(1) In circumstances where the health or safety of an employee or of any person or property entrusted to the employee's care may be adversely affected.

(2) To investigate an alleged violation of law or college policy.

(3) To investigate the conduct or performance of an employee even where no alleged violation of law or policy has been made.

(4) When it is in the best interest of the college.

(B) Although administrative leave may be used in conjunction with disciplinary action, or implemented as a result of an investigation, it is not, in itself, a form of disciplinary action.

(C) Administrative leave with pay.

(1) An employee may be placed on administrative leave with pay for the remainder of the employee's work day or longer with the approval of the president or designee .

(2) An employee shall receive his/her base rate of pay while on administrative leave. Time designated as administrative leave with pay will not be charged to the employee's paid leave. An employee placed on administrative leave with pay maintains all benefits during the leave time.

(a) Returning to work.

When employees are on administrative leave with pay, their positions are held for them, unless it is determined through the investigative process and resulting disciplinary action that the employee is to be terminated.

(b) Notification.

Written notification to the employee is required when an employee is placed on administrative leave with pay for periods of time greater than the remainder of the workday or when placed on administrative leave without pay. A copy of this notification will be placed in the employee's personnel file.

(D) Administrative leave without pay.

(1) An employee may be placed on administrative leave without pay for the remainder of the workday or for an extended period with approval by the president or designee.

(2) An employee placed on leave without pay is responsible for his/her share of the cost of benefits until such time he/she is reinstated or terminated.

(a) Returning to work.

When employees are on administrative leave without pay, their positions are held for them, unless it is determined through the investigative process and resulting disciplinary action that the employee is to be terminated.

(b) Notification.

Written notification will be given to any employee placed on administrative leave without pay. This notification will be placed in the employee's personnel file.

Effective: 03/12/2015

CERTIFIED ELECTRONICALLY

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Certification

03/12/2015

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Date

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