

Staff Personnel Manual (SPP)

SPP 704–06: Administrative Leave of Absence

Effective: 3/31/1990

Revised: 11/1/2014

Purpose

To establish a uniform procedure for placing classified employees, university staff, or non-faculty administrators on administrative leave

Source

University policy

Eligibility

All regular [classified employees](#), [university staff](#), and [non-faculty administrators](#)

Policy

The appropriate dean or director, in consultation with the chief human resources officer or designee, may place a regular classified employee, university staff member, or non-faculty administrator on an administrative leave of absence if:

1. the continued presence of the employee on campus may constitute a substantial interference with the orderly functioning of the university, area, unit, college, or department
or
2. there is a need to initiate and complete an investigation regarding actions by the employee that may lead to progressive discipline steps
or
3. actions have been directed toward the employee by another person that affect or potentially affect the employee's well-being and that require resolution.

The administrator is to notify orally the appropriate vice president or designee of the proposed action before the effective date. However, if the action must be taken before notification for reasons such as, but not limited to, safety or potential liability, the administrator must notify the vice president as soon as possible after taking action. Regular classified employees may only be placed on administrative leave with pay. University staff and non-faculty administrators may be placed on leave with or without pay, as appropriate under the circumstances, as determined by the chief human resources officer or designee. Administrative leave without pay for an exempt employee must be implemented consistent with the Fair Labor Standards Act.