**SECTION: LEAVE LAWS**

**POLICY:** Administrative Leave **EFFECTIVE DATE:** insert date adopted

**STATEMENT OF PURPOSE:**

The purpose of this policy is to establish a consistent framework for the use of administrative leave for city employees. Administrative leave may be used to temporarily remove an employee from their duties while maintaining their pay and benefits under certain circumstances, such as pending investigations, safety concerns, or organizational needs.

**DEFINITIONS:**

1. Investigation: A formal or informal review of alleged misconduct, performance issues, or other circumstances that may require fact-finding.
2. Supervisor: The employee's immediate manager or department head responsible for daily oversight.
3. Appointing Authority: The individual or body designated to make personnel decisions for a specific department or position.

**APPLICABILITY:**

This policy applies to all full-time and part-time city employees. Sworn public safety personnel (e.g., police and fire) may be subject to additional procedures consistent with applicable civil service rules or collective bargaining agreements.

**POLICY:**

The city may place an employee on administrative leave with pay when it is in the best interest of the city or necessary to conduct an internal review or investigation. Placement on administrative leave does not imply wrongdoing or pre-judge the outcome of any investigation. The duration and terms of administrative leave will be determined on a case-by-case basis.

**PROCEDURES:**

1. Initiation
   1. Administrative leave may be initiated by the employee’s supervisor, department head, or appointing authority based on a documented rationale.
   2. Situations warranting administrative leave include but are not limited to:
      1. Allegations of serious misconduct
      2. Workplace violence or threats
      3. Safety or security concerns
      4. Conflict of interest during an internal investigation
      5. Operational disruptions requiring temporary removal of the employee
2. Approval
   1. All administrative leave must be approved by the department head and/or appointing authority.
   2. Human Resources and/or the City Manager’s Office must be notified immediately upon placement of an employee on administrative leave.
3. Notification
   1. The employee must be informed in writing of the placement on administrative leave, including the reason, expected duration (if known), and any restrictions (e.g., access to city facilities, contact with other employees).
   2. The notice should clarify that the leave is non-disciplinary.
4. Duration and Review
   1. Administrative leave is intended to be temporary. The status of the leave shall be reviewed every 10 business days to determine if it remains necessary.
   2. The employee may be required to be available during regular work hours unless otherwise directed.
5. Return to Work: Upon conclusion of the reason for the administrative leave, the employee will either return to their position or be subject to appropriate administrative or disciplinary actions, depending on the outcome of any review or investigation.
6. Recordkeeping: Administrative leave will be tracked and documented in the employee’s personnel file but will not be recorded as disciplinary action unless such a determination is made through a separate process.