



Policy # 53016

EMERGENCY ADMINISTRATIVE LEAVE FOR UNCLASSIFIED STAFF (INCLUDES FACULTY)

Effective Date: June 19, 2009

Reviewed Date: August 5, 2020

Responsible Office: Human Resources

Division: Operations

I. PURPOSE/OBJECTIVE

To establish protocol for actions taken regarding circumstances allowing for emergency leave for unclassified staff.

II. STATEMENT OF POLICIES

Any person in the chain of command of an unclassified staff or faculty member may recommend to the President that, in the best interest of the university, an unclassified staff or faculty member be placed on Administrative Leave with pay.

Upon conducting an internal investigation deemed appropriate by the President, which may include interviewing the staff member regarding the concerns of the university, the individual may be placed on Administrative Leave. This action, administered by the President or his designee, shall be in no way considered a disciplinary action. A written communication regarding any Administrative Leave action shall be forwarded to the respective staff member and a record maintained by the university.

Such Administrative Leave is with pay and shall not be charged against the individual's leave record. It may be for an initial period of thirty (30) days, but may be extended by the President with written notice to the staff member.

During such leave with pay, the staff or faculty member shall be excused from the performance of any duties associated with the position. However, the individual shall be considered a member of the university and subject to the directives of the President or his designee.