

7.08 ADMINISTRATIVE LEAVE

A. Purpose

An employee may be placed on paid or unpaid administrative leave in circumstances where health and safety could be adversely affected or where corrective action is considered under Section VIII of this Manual.

B. Paid Administrative Leave

1. Administrative Review or Investigation

Management, with the approval of the County Administrator, may place an employee on Paid Administrative Leave in situations where the employee poses a potential safety or health risk to others or themselves, or is the subject of an investigation. Such leave shall be authorized for the period of time necessary to conduct the internal administrative review or investigation.

2. Threat to Health and/or Safety

Employees shall be placed on Paid Administrative Leave when immediate action must be taken to remove an employee from the work site because of a threat to the health and/or safety of an employee, or a threat to property entrusted to that employee. Examples would include a fire, bomb threat or a utility failure.

C. Unpaid Administrative Leave (Leave Without Pay)

The Board reserves the right to afford an employee an extended unpaid administrative leave on an individual, case by case basis. Commonly, employees are placed on leave without pay when they have exhausted all available sick, vacation and compensatory time and are in need of additional time off or for new employees who have planned vacations prior to being hired.

