

## **ADMINISTRATIVE LEAVE**

Administrative leave occurs when an employee is relieved of their normal responsibilities while continuing to receive regular pay and benefits (if benefits are applicable). An employee may be placed on administrative leave by the President at any time, without any prior notice, and for any lawful and business-related reason.

A common example of a situation requiring administrative leave is an incident requiring fact-finding processes (such as an allegation of misconduct). In such cases, the College may need to place employees on administrative leave pending the results of such fact finding. Any employee who may have been involved in an incident may be placed on administrative leave until the fact finding is complete, any legal action is complete, the College decides to assign the employee to the same or an alternate work assignment, or until a decision is made about any disciplinary action to be taken.

Administrative leave may also be applied in situations where an employee must be removed from duty while the College ascertains whether the employee is physically and mentally able to perform the duties of their job.

Administrative leave is not an adverse employment action; therefore, an employee may not appeal being placed on administrative leave.

Administrative leave is not accrued. Individuals continue to accrue annual and sick leave, as applicable, while on administrative leave.