

AGENDA ITEM # V.

Addition to Personnel Policies and Procedures

V. EMPLOYEE BENEFITS

B. LEAVE OF ABSENCE

11. **Administrative Leave**

Administrative leave may be granted consistent with agency policy for the following reasons:

- a. General Administrative
 - 1. During management decisions that benefit the organization;
 - 2. When no work is available due to unavoidable conditions or influences;
- b. Protected
 - 1. Suspension with pay pending hearing results;
 - 2. Personnel decision making prior to discipline;
 - 3. Removal from adverse or hostile work environment situations;
 - 4. Fitness for duty or employee assistance;

Administrative leave taken shall be documented in the employee's leave record.