

## **HUMAN RESOURCES**

### **Leave and Leaves of Absence**

#### **Administrative Leave--Unusual Circumstances**

This regulation supersedes Regulation 4812.3.

#### **I. PURPOSE**

To establish the procedures to be followed for the placement of employees on administrative leave with pay under unusual circumstances.

#### **II. SUMMARY OF CHANGES SINCE LAST PUBLICATION**

This regulation has been reviewed, and there are no changes at this time.

#### **III. CONDITIONS FOR ADMINISTRATIVE LEAVE**

##### **A. Approval Authority**

The Division Superintendent or his or her designee may place an employee on administrative leave when unusual circumstances indicate the need to exclude the employee from the workplace and/or when it appears to be in the best interest of the employee or the school system. Such placement shall be in accordance with applicable federal and state laws.

##### **B. Communication to Employee**

All employees placed on administrative leave shall be notified in writing of the reasons for such placement and shall have the right to respond. Administrative leave is not used for disciplinary purposes and reflects no evaluation as to the merits of a dispute.

##### **C. Pay and Disposition**

Administrative leave under unusual circumstances shall be with pay. The period of placement on administrative leave shall be determined by the Division Superintendent or his or her designee and shall remain in effect pending a determination by the Division Superintendent or his or her designee regarding the termination of that leave.