



LARAMIE COUNTY GOVERNMENT

TITLE Administrative Leave	APPROVAL DATE 12/20/2016
SECTION Time Off/Leaves of Absence	REVISION DATE N/A

Administrative Leave is used when an employee is temporarily relieved of his or her normal responsibilities for work related reasons.

Administrative Leave may be initiated by the County for the following reasons:

- Pending completion of an investigation- In cases where no viable alternatives are available, an employee may be placed on administrative leave pending a review, investigation or disciplinary proceeding surrounding the situation that resulted in the employee being placed on leave.
- Questions of fitness for duty
- Preventing contact with certain employee groups or access to sensitive resources.
- To remove an employee who may be behaving disruptively and/or inappropriately pending assessment of a situation (e.g. harassment, bullying, discrimination, retaliation, theft, threats, etc.)
- Unusual and extenuating situations that arise that does not fall under any of the other leave policies.

Pay While on Leave

An employee's status as paid or unpaid while on Administrative Leave will be based on the circumstances and the employee's status with the County. Contact Human Resources or County Attorney to determine pay status.

Procedure

- When an employee is placed on paid administrative leave the employee considered on the clock between 0800 and 1600 hours Monday-Friday excluding holidays. Employee is expected to be available to respond when called during such hours. If the employee is to be unavailable during such time off the employee is expected to notify their supervisor of the reason for the absence and expected date the employee will be available.
- The employee will give their supervisor all work related keys (including for County provided vehicles), County identification and potentially any other County property.
- The employee will be asked to avoid frequenting the work site without prior authorization.
- An employee on unpaid administrative leave is expected to be reasonably available and to provide current contact information.

Benefits

- During administrative leave, the employee will remain an active participant in all benefit plans and programs that they participated in prior to Administrative Leave. During a period of unpaid Administrative Leave, the employee will be responsible for benefit payments that would ordinarily be paid through paycheck withholdings.
- Vacation and sick time accruals will continue during paid and unpaid administrative leave.



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Timekeeping

- The manager is responsible for submitting time to payroll using the proper codes (paid versus unpaid) for the time the employee is on leave.