

## ADMINISTRATIVE LEAVE

Revised January 2016

### SECTION: 22

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#### A. MAYOR DESIGNATION

The Mayor may authorize paid administrative leave as deemed necessary or appropriate. Administrative leave is used rarely and for reasons such as, but not limited to: weather-related closure, emergency closures, employee recognition, or limited unforeseen business situations that may adversely impact employee pay or benefits.

#### B. BUSINESS REASONS

A department head, with approval from the Mayor, may temporarily relieve an employee from his or her normal responsibilities, while continuing to receive regular pay and benefits when necessary to address a particular situation. An employee is only placed on administrative leave when it is determined that it is in the best interests of the organization for the employee to not remain in the workplace.

1. The most common reasons for placing an employee on administrative leave are:
  - a. As a prudent business practice to provide for security or to secure sensitive information or to provide for safety of the employee or others.
  - b. When an allegation of misconduct has been made against the employee and/or to facilitate an investigation. Administrative leave is non-punitive and does not in itself imply that an employee is or will be disciplined nor even that an allegation is credible, which is why pay and benefits are continued.
  - c. To remove an employee from the workplace who is behaving, or the City has concerns may behave, disruptively pending assessment of the situation.
  - d. To protect an employee from harassment, retaliation, or an adversarial work environment following a complaint or whistleblowing.
2. "Home Assignment" is an alternative term for administrative leave for business reasons. The employee is normally required to remain at home during the regular work hours or as instructed by the supervisor, and/or, to remain available for contact or timely return to work during regular work hours. Other proactive measures may be taken and are non-punitive, to secure equipment, data, etc. based on the particular situation, such as requiring an employee to leave keys, leave equipment, and/or change passwords while on administrative leave.