

POLICY 411

ADMINISTRATIVE LEAVE OF ABSENCE

Effective 05-01-2021, Resolution No. 014-21

It is the policy of Johnson County Government to place employees on an administrative leave of absence when the County believes that the employee's absence from work would be in the County's best interests. Administrative leave is not disciplinary in nature. An employee may be placed on administrative leave in the following circumstances:

- It is appropriate during the course of an administrative investigation.
- The employee is disrupting normal business operations.
- The employee is reasonably believed to represent a danger to themselves or others.
- When an emergency or other situation arises that creates unsafe work conditions.
- Between a recommended separation from employment and the actual separation date.
- For other legitimate business reasons.

Administrative leave will be paid unless otherwise approved by the County Manager after consultation with the Legal Department. Administrative leave, even if paid, will not count as hours worked for the purpose of calculating overtime.