

PROCEDURE 411-1

ADMINISTRATIVE LEAVE

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

Approval

When possible, departments/agencies/offices must consult with the Department of Human Resources before placing an employee on administrative leave.

Employee Responsibility

Employees on paid administrative leave must leave a telephone number at which they can be reached during hours in which they would otherwise be working and must respond to calls within a reasonable amount of time. Employees must report back to work as directed.

Access

The Department of Human Resources and the department/agency/office leader are responsible for determining whether the employee's access to the County's facilities, information technology resources, and other property will be removed while the employee is on administrative leave and for ensuring removal of access where appropriate.