



CITY OF SAN RAFAEL POLICIES AND PROCEDURES

Subject:	Administrative Leave
Resolution No.	
Issue Date:	January 23, 2008
Revision Date:	August 28, 2009
Prepared By	Leslie Loomis, Human Resources Director
Approved By:	Ken Nordhoff, City Manager

ADMINISTRATIVE LEAVE POLICY

PURPOSE:

To provide a leave status option when an employee is retained in a full pay and benefit status while not actually working. Administrative Leave is typically used when an employee is subject to an investigatory discipline issue or other similar matters but may apply to other circumstances.

RESPONSIBILITY:

All Management and Mid-Management staff

REFERENCES:

Corrective Discipline Policy, Memorandums of Understanding.

DEFINITIONS:

Situations which might warrant the granting of Administrative Leave are:

- ◆ An employee who is the subject of an internal investigation of an incident or during the investigation process;
- ◆ An employee who is pending a medical review of the employee's fitness for duty;
- ◆ An employee pending resolution on issues related to termination of employment.

POLICY:

In the event a management employee determines that an employee should be placed on administrative leave, he/she shall do so by completing a Personnel Action Report (PAR) stating the start and end date of the leave.

PROCEDURE:

1. Administrative leave requires the recommendation of the Department Director and Human Resources Director.
2. Administrative leave can be granted for an indefinite period of time but is not intended to continue for extensive or prolonged periods. In the event an administrative leave will exceed thirty (30) calendar days, the Human Resources Director will discuss the circumstances

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surrounding the leave with the Department Director. Any extension(s) of administrative leave beyond the initial 30 day period must be approved by the City Manager.

3. When administrative leave is granted, a PAR shall be prepared and signed by the Department Director, Human Resources Director, and City Manager or designee. The Department Director shall inform the employee, in writing, that the employee is on administrative leave; the conditions of that leave, and the effective date thereof. The employee must be instructed to be available to report to work at any time when the employee would have been otherwise at work during paid administrative leave.

4. For payroll reporting, all Administrative Leave hours shall be coded "Admlv"

APPROVED BY:



Ken Nordhoff, City Manager

8-28-2009
Date