

Administrative Leave

I. PURPOSE

To establish the procedures to be followed for the placement of employees on administrative leave with pay.

II. CONDITIONS FOR ADMINISTRATIVE LEAVE

A. Approval Authority

The Superintendent or his or her designee may place an employee on administrative leave when circumstances indicate the need to exclude the employee from the workplace and/or when it appears to be in the best interest of the employee or the school system. Such placement shall be in accordance with applicable federal and state laws.

B. Communication to Employee

All employees placed on administrative leave shall be notified in writing that they are being placed on leave. Administrative leave is not used for disciplinary purposes and reflects no evaluation as to the merits of a dispute.

C. Communication to Parents

If an employee is placed on administrative leave and has classroom responsibilities, parents of students in the employee's classroom will be notified in writing by the building principal and/or the Superintendent that the employee has been placed on administrative leave.

D. Pay and Disposition

Administrative leave shall be with pay. The period of placement on administrative leave shall be determined by the Superintendent or his or her designee and shall remain in effect pending a determination by the Superintendent or his or her designee regarding the termination of that leave.

Adopted: 12/18/14