

CP – 2.2.3

ADMINISTRATIVE LEAVE

Related Board of Trustees Policy: BP 2.2

OPR: President

Approved: March 30, 2020

Previous Editions: none

ADMINISTRATIVE LEAVE

Administrative Leave is an employment tool utilized by the College for situations requiring permanent and temporary (full time and part time) employees to be away from their work location and where the use of other forms of leave, such as personal leave or sick leave, are deemed inappropriate, as judged by the President of the College. The President authorizes Administrative Leave for the shortest practical duration appropriate to the circumstance. Administrative Leave is not an employee entitlement or benefit, nor does it accrue or carryover.

Administrative Leave is typically utilized in circumstances that include, but are not limited to:

- Emergency closure of the College where employee presence on campus or commuting are determined to be unsafe (see Board Policy 6.1, *Safety*, and College Procedures 6.89.1, *Fire*; 6.89.3, *Utility Failure*; and 6.89.5, *Major/Catastrophic Spills*)
- Adverse weather conditions such that employee presence on campus or commuting are determined to be unsafe (see College Procedure 2.2.1, *Adverse Weather*)
- Title IX, law enforcement, or other incident investigations where employee presence on campus has the potential to be unsafe, disruptive, or may impede timely completion of the investigation (see Board Policy 2.9, *Disciplinary Action Addressing Suspension and Dismissal*, Board Policy 6.2., *Protection from Imminent Threats*, and College Procedure 2.27.1, *Sexual and Other Unlawful Harassment*)
- Governmental quarantine or isolation order or self-quarantine as advised by a health care provider during a national, state, or locally declared “state of emergency” (see Board Policy 2.6., *Communicable Disease*)
- Response to, or compliance with, federal, state, or local legislation, policies, guidance, or advisories that necessitate employee absences from normal work duties and locations during a specified timeframe
- “Early Release” as determined by the President to be practical and beneficial for College safety, morale, or workplace efficiency
- Other circumstances that require execution of the College’s Business Continuity Plan, and the use of Administrative Leave assures payroll continuity that would otherwise be significantly impaired

Employees placed on Administrative Leave are paid at the same rate and from the same funding source(s) as normal hours. Employee benefits (e.g., personal leave, sick leave, etc.) continue to accrue and pay is subject to the same deductions and withholding.

While on Administrative Leave, employees are expected to maintain availability to return to normal work status with minimal advance notice. Supervisors will communicate expectations for responding to phone calls, text messages, emails, or work assignments that may be unique to each position.

[Return to Table of Contents](#)