

# HUMAN RESOURCE MANAGEMENT

## Administrative Leave with Pay

Policy 7-11

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### **Policy**

The Department of Children and Families shall utilize administrative leave with pay only in situations in which allegations of serious misconduct that could constitute just cause for dismissal if substantiated have been raised. Such leave shall be used when the employee's presence at work is deemed to be harmful to the public; to the welfare, health or safety of clients, patients, state employees or state property; or could impede the administrative investigation into the allegations that have led to the administrative leave. When practicable, efforts shall be made to find a way to maintain the employee at work, through an alternative assignment or location, pending resolution of the issues that have led to the consideration of administrative leave.

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### **Authority to Impose Administrative Leave**

The authority to impose administrative leave with pay lies with the Director of Human Resource Management. In her absence, the Assistant Director of Human Resource Management shall have the authority to impose such leave.

The Commissioner or Deputy Commissioner for Administration may also designate administrative leave with pay.

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### **Use of Administrative Leave Attendance Code**

The attendance code for administrative leave with pay (AL) shall be used on an employee's time sheet when the employee is put out of work under this policy.

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