

POLICY: ID-1048

TITLE: Leave Pending Investigations

EFFECTIVE DATE: 3/17/2011

AUTHORIZED BY: Board of Trustees

REVISION DATE:

Policy:

When a member of the Executive Management Team has reason to believe that an employee's presence on the job will adversely affect the operation of the Agency, the employee may be placed on administrative leave pending investigation of the event(s) leading to that action. Additionally, an employee may be placed on administrative leave between the notice of suspension or dismissal and the effective date of the action.

General:

Rarely are House of New Hope employees granted leaves of absence with pay. Generally, such employees are expected to use their own Paid Time Off in order to be compensated for absences away from the work site.

An employee will only be placed on administrative leave with pay when immediate action must be taken to remove an employee from his or her work site because of a threat to the health and/or safety of an employee, person or property entrusted to that employee and no other viable options are available. In such limited circumstances, an employee may be placed on administrative leave with pay pending a review, investigation or disciplinary proceeding surrounding the situation that resulted in the employee being placed on a paid leave of absence or up to and including fourteen days from the date of the onset of administrative leave; whichever comes first.

In most situations where the primary concern is the health or safety of the general work force, options may be limited and an administrative leave with pay may be the most appropriate option. If, however, the primary concern is the health or safety of a particular individual, or group of individuals, a modification of duties, a temporary reassignment to another position or another work area or a reassignment to another work shift may suffice to limit access to the person(s) whose health or safety may be endangered; thereby avoiding the need to place an individual on administrative leave with pay.

Each situation will differ and will require a case-by-case determination. Compensation for an employee placed on administrative leave with pay pending the review, investigation or disciplinary proceeding or up to and including fourteen days from the date of the onset of administrative leave (whichever comes first), shall be equal to the employee's base rate of pay and the employee will continue to accrue benefits.

After fourteen (14) days of administrative leave with pay, the employee must exhaust their accrued Paid Time Off before being considered for Administrative Leave without pay.