

24. Investigatory Leave

Personnel Action: Investigatory Leave of Absence **Personnel Action Code:** 07

Policy Summary: Staff employees may be placed on investigatory leave with pay, with or without prior notice, to permit the University to review or investigate actions including, but not limited to, dishonesty, theft, or misappropriation of University property, fighting on the job, insubordination, acts endangering others, or other conduct which warrants removing the employee from the worksite.

Policy References:

PPSM	63
CX	5
EX	7C
HX	6
K7	8
NX	26
PA	8
RX	5
SX	7C
TX	8

Authority: A supervisor may place an employee on investigatory leave after consultation with Labor Relations.

Criteria: An employee may be placed on investigatory leave with pay to permit the University to review or investigate actions including, but not limited to, dishonesty, theft, or misappropriation of University property, fighting, insubordination, acts endangering others or other conduct which warrants removing the employee from the worksite.

Process:

Responsibility

Action

Supervisor

Consults with Labor Relations to determine when an employee is to be placed on investigatory leave with pay.

Informs the employee orally that s/he is to leave the worksite.

Issues the employee a written notice of investigatory leave within three (3) working days of placing the employee on leave. The notice of investigatory leave shall be sent to the employee's home address and shall state the reasons for the leave, the expected duration of the leave, and shall state that the leave is with pay.

Upon conclusion of the investigation, informs the employee in writing of the actual dates of the leave and informs the employee of the disciplinary action, if any, to be taken.