SOP – Administrative leave with or without pay

Overview
• Administrative leave may be granted on a case-by-case basis for reasons, including but not limited to, investigations, suspensions, releases from work for safety, or recognition of service.
• Administrative leave may be paid or unpaid as appropriate.
• Employees who are placed on administrative leave without pay for disciplinary reasons or other administrative reasons may not use other types of leave concurrently without permission from the Director of Human Resources/designee.

Relevant policy information
Local Government:
• P-86 – Leave Program
Public Schools:
• GCC – Leave Policy

Step-by-step documentation
Applying administrative leave to a timecard

What employees need to know
• You should be informed by your supervisor if there will be any administrative leave, with or without pay, added to your timecard.

What supervisors need to know:
• Because there are policy guidelines for use of administrative leave with or without pay, consult your HR generalist before adding either type to an employee timecard.

What timekeepers need to know
• As part of your weekly audit procedures, please verify that the appropriate HR generalist has been involved in any usage of administrative leave with or without pay.
• Administrative leave with or without pay can be monitored through the Leave Usage genie.