



Employee Administrative Leave Policy

- (1) A College Executive may grant administrative leave to any employee for the following reasons:
 - (a) approved holiday leave;
 - (b) during management decisions that benefit the organization;
 - (c) when no work is available due to unavoidable conditions or influences;
 - (d) pending completion of an investigation;
 - (e) personnel decision making prior to discipline or termination;
 - (f) removal from adverse or hostile work environment situations;
 - (g) fitness for duty or employee assistance;
 - (h) reward in lieu of cash;
 - (i) A College Vice President may grant paid administrative leave up to one day per occurrence; or
 - (ii) The College President may grant up to 40 hours of administrative leave per occurrence;
 - (i) employee education assistance; or
 - (j) other reasons consistent with College policy.
- (2) Administrative leave may be designated as paid or unpaid leave by the Executive granting the leave.
- (3) Upon granting administrative leave, the College's Vice President of Administrative Services shall be notified immediately. Administrative leave taken shall be documented in the employee's leave record.
- (4) Administrative leave may be revoked at any time by the Executive granting the leave or the College President.
- (5) Administrative leave is not an employee right and management may grant it disparately within its workforce depending on College needs.

Revision Dates: November 2, 2022