PAID ADMINISTRATIVE LEAVE POLICY

The purpose of this policy is to provide guidelines for placing an employee on paid administrative leave during an internal workplace investigation.

POLICY

In situations where an internal workplace investigation is necessary (e.g., harassment or violence, etc.), an employee may be placed on administrative leave with pay. The leave is intended to facilitate a fair and impartial investigation.

The decision to place an employee on administrative leave will be made by the [insert relevant department or individual]. The decision will be based on the circumstances of each case and the need to maintain the integrity of the investigation.

While on administrative leave, the employee will continue to receive their regular pay and benefits and will be expected to fully cooperate with the investigation and be available for interviews regarding the investigation upon request. Employees will not be required to use their sick or vacation time.

Here is a list of expectations for employees on paid administrative leave:

Cooperation

Employees are expected to fully cooperate with any internal workplace investigation and provide all requested information or documents in a timely manner.

Confidentiality

Employees are expected to maintain the confidentiality of the investigation and not disclose any information related to the investigation to unauthorized parties.

Contact

Employees are required to keep the organization informed of their current contact information, such as telephone number and email address, so that they can be reached during the investigation if necessary.

Availability

Employees must be available for any meetings or discussions related to the investigation during their paid administrative leave.

Conduct

Employees are expected to maintain professional conduct and avoid any actions that could compromise the integrity of the investigation.

Use of Company Property

Employees are not permitted to use or access company property, systems, or resources during their paid administrative leave, unless approval has been granted by [insert person].

Return to Work

Employees must return to work as soon as they are informed by the company that the investigation has been completed and they are no longer on paid administrative leave. Note that the organization will work with the employee and provide as much notice as possible.

*Note: These expectations are not exhaustive and may be subject to change depending on the specific circumstances of each case. Employees are free to contact [insert relevant department or individual] if they have any questions regarding this paid administrative leave policy or if they have additional information related to the investigation to share.*