

Administrative Leave
(Exception Code A)

In accordance with the Personnel Rules, whenever it appears to be in the best interest of the State, an Appointing Authority may, with the approval in advance by the Personnel Administrator, place an employee on paid Administrative Leave.

Such instances include, but are not limited to, absence from duty necessitated by internal investigations and/or hearings as to alleged charges of malfeasance or misfeasance or dereliction of duty by a State employee; conduct or activity which would interfere with an employee's ability to perform his/her duties; and/or conduct which would embarrass or bring discredit to either the employee or the State.

The use of Administrative Leave so defined is not deemed to be mandatory by an Appointing Authority and does not preclude the immediate application of the provisions of Rule 5.0661 (Leave Without Pay) in such cases as it shall appear to be in the best interest of the State.

Upon the expiration of Administrative Leave as described above, an employee must be returned to full-time duty without prejudice or placed on leave without pay pending a final resolution of the case in question.

