Administrative Leave

Policy Statement

This policy follows the University System of Georgia (USG) Business Procedures Manual except where identified in the section labelled UGA Procedures below. All employees should adhere to the full Business Procedures Manual in addition to the UGA Procedures.

There are times when the University may find it necessary to authorize administrative leave so an employee can be temporarily removed from the workplace. UGA Human Resources must authorize the use of administrative leave in advance and will determine if the leave is paid or unpaid. In an emergency situation involving workplace safety, an immediate determination can be made by the supervisor or other appropriate department administrator to remove the employee from the workplace. UGA Human Resources’ Office of Workforce Engagement must then be immediately contacted for further guidance and authorization.

UGA Procedures

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Examples of cases when administrative leave may be authorized include when the absence of the employee would best facilitate a fair outcome of a workplace investigation (e.g., theft or fraud) or to address workplace safety (threats or possible workplace violence)

Record Retention

N/A

Related information

N/A

Responsibilities

**Responsible University Senior Administrator**: Vice President for Finance & Administration

**Responsible University Administrator**: Associate Vice President for Human Resources
Policy Owner: University Human Resources, Workforce Engagement
Policy Contact: Senior Director, Workforce Engagement
Contact Information: HRWeb@uga.edu or (706) 542-2222

Policy Dates

Effective Date: 5/25/2012
Date Last Updated: 4/10/2023