7.6 Administrative Leave

Policy Statement

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. Faculty & Staff Relations in UGA Human Resources must then be immediately contacted for further guidance and authorization.

This absence does not necessarily result in a break in service for the purpose of determining seniority and eligibility for employee benefits; however, being placed on administrative leave does not, in itself, ensure reemployment rights to the affected employee.

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).

Procedures

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Responsibilities

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

**Responsible University Administrator:** Associate Vice President – Human Resources

**Policy Owner:** Human Resources

**Policy Contact:** Sige Burden

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Policy Dates

**Effective Date:** 2/19/20

**Previous Version of Policy:** 5/25/12