



Policy HR 12.1 Paid Administrative Leave

Adopted by the Library Board of Trustees: 01/24/2013

Depending on the nature of the performance or incident, the Library may place an employee on non-disciplinary paid administrative leave pending an investigation and a determination regarding safety, health and/or discipline issues. As deemed appropriate by the Library and depending on the particular circumstances, an employee on administrative leave shall be available to the Library as needed during regular work hours, may be required to turn over Library property (e.g., keys and credit cards) or may be required to remain away from Library premises. Administrative leave is paid leave.

I. Administration

The Library Director or designee is responsible for the administration of this policy.