

Guidelines & Templates for Performance Management Documentation

On occasion, department management may place an employee on administrative leave to provide time to investigate and evaluate an incident before determining if disciplinary action is needed. The department must consult with Human Resources, Employee Relations prior to any administrative leave action to determine the appropriate type of administrative leave. Emory reserves the right to sever the employment relationship with an employee at any time during an administrative leave. See <http://policies.emory.edu/4.72>

Sample: Administrative Leave Letter

<<Department Header>>

<<Date>>

<<Employee name>>

<<Employee address>>

<<Dear (first name),>>

You <<are being/have been>> placed on <<paid/unpaid>> Administrative Leave effective <<date>>, while
use appropriate reason

- *a confidential matter is investigated*
- *an investigation is conducted by the Office of Equity and Inclusion*
- *an investigation is conducted into the incident in my <<office/in the hallway/etc.>>*
- *<<earlier/today/on date/etc.>>*

It is anticipated that the investigation will be concluded within <<#days (14 calendar days if unpaid, 30 days if paid leave)>>. You will be notified by telephone as soon as we have more information about your employment status with Emory University.

Please make sure we have your current address and the telephone number(s) we should use while you are on administrative leave of absence.

Optional: While you are on administrative leave, you are not to come to <<worksite/and other specified areas>> until your scheduled return to work, <<date>>.

If the investigation indicates that disciplinary action is warranted, we reserve the right to take further corrective action, up to and including termination, during the administrative leave. If you have further questions, you may contact me at <<telephone#>> or <<name>>, Division Director, Human Resources, at <<telephone#>>.

Sincerely,
<<supervisor's name>>

Cc:

Department Head name & title
Name, Divisional Director, Human Resources
Name, Director, Employee Relations, Human Resources
Central Human Resources file