

# REGULATION

## ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

**Related Entries:** Policy GC

**Responsible Office:** DIVISION OF HUMAN RESOURCES

### ADMINISTRATIVE LEAVE

#### A. PURPOSE

To establish procedures for the use and implementation of Administrative Leave.

#### B. BACKGROUND

In certain situations, it may become necessary for the temporary removal of an employee from their assigned work location. Unusual or extenuating situations may arise that warrant the granting of a period of paid leave, yet does not fall clearly under the jurisdiction of any of the existing leave policies as written (e.g., Sick Leave, Annual or Personal Business Leave, etc.)

On occasion, employees may be directed to remain at home (off school property) or may be temporarily reassigned to another work location pending further notification.

Administrative Leave is not an entitlement or benefit. Authorization of paid Administrative Leave for employees rests within the sole discretion of the Superintendent or his/her designee as exercised within the guidelines described in this Regulation.

Administrative Leave may be authorized for employees for reasons determined to be for the good of the school system. Such reasons include, but are not limited to, investigations, fitness for duty evaluations, and any other reasons deemed necessary by the Superintendent or his/her designee.

This regulation shall be implemented in compliance with the provisions of the applicable negotiated agreements, the provisions of which shall supersede any language that may be inconsistent.

#### C. DEFINITIONS

*Administrative Leave* - an absence from duty, administratively authorized by the Superintendent or his/her designee, without charge to an employee's available leave options, if any, as defined by applicable agreements and/or Board of Education Policy.

Administrative Leave may occur with or without pay. If previously on unpaid leave, the Administrative Leave shall be without pay.

**D. PROCEDURES**

1. When cause exists, at the direction of the Superintendent or designee, an employee may be placed on administrative leave, with or without pay, based upon their pay status at that time.
2. An employee on administrative leave may continue to receive pay and health benefits during the leave, which can be as short as a day or as long as several months, depending on the circumstances.
3. An employee placed on administrative leave may be directed to check in regularly with a designated staff member, participate in conferences/evaluations, or attend meetings and be available during regular work hours, if needed.
4. Employees placed on administrative leave may be reassigned to a temporary work location pending the final resolution of the personnel matter. A reassigned employee shall be expected to work and perform the duties assigned to him/her and comply with all Board of Education policies and regulations.

*Regulation History:*            *Developed by Superintendent 07/09/14,  
Reviewed by Board of Education 07/09/14,  
Issued 07/09/14.*

*Note previous regulation history: None*