

MODEL LETTER FOR PLACING EMPLOYEE ON ADMINISTRATIVE LEAVE

(Date)

Name

Address

City, State, Zip

RE: Notice of Administrative Leave

Dear _____:

Effective immediately, you are being placed on paid administrative leave pending an investigation into an incident that took place on *(date)*, where you allegedly *(detail brief description of event)*. The purpose of this leave is to give the County an opportunity to investigate these issues with minimal disruption to the workplace and to consider if disciplinary action, up to and including termination, may be appropriate.

While on administrative leave, you may not come to the workplace, perform any work, or access work email or systems. *(The following statements may be included after consultation with MACo. You may also not be in contact in any way with any employees or other persons involved in the issue described herein unless you are instructed or approved to do so in advance by this office. You may, however be in contact with your union representative.)* During the period of this administrative leave, you are required to remain available during the hours 8 to 5 Monday through Friday so that you can meet with me or with others involved in this investigation, if instructed to do so. Please note that you may be required to attend these meetings on short notice.

Failure to meet these requirements could result in disciplinary action, up to and including termination.

Sincerely,

Department Head (or appropriate title)

* * * * *

(Your signature acknowledges that you have had the chance to review and comment on this notice – not that you necessarily agree with it.)

Employee's signature

date