

Personnel Reform  
Agency Implementation Guideline # 6

<b>Subject:</b> Administrative Leave	<b>Issued:</b> July 20, 2012
	<b>Effective:</b> July 20, 2012

**Summary:**

Provides guidance to agencies regarding the reporting requirements for employees that are on paid administrative leave prior to September 29, 2012 and are expected to remain in paid administrative leave status after September 29, 2012.

**Background:**

Under the existing personnel rules, an agency head may authorize an employee to be absent with pay on administrative leave to relieve an employee of duties temporarily during the investigation of alleged wrongdoing by the employee. Under the new State Personnel System, an agency is required to report to ADOA if an employee is placed on administrative leave with pay during the investigation of alleged wrongdoing when the employee's administrative leave totals eighty consecutive hours and, thereafter, shall report to ADOA on a weekly basis until the administrative leave is terminated. An agency head shall also obtain approval from ADOA if an employee's administrative leave with pay exceeds thirty working days.

**Guidelines:**

On or before September 24, 2012, agencies shall:

1. Submit a report to ADOA Human Resources Division listing employees that have been placed on paid administrative leave during the investigation of alleged wrongdoing. The report shall include the following:
  - Employee's name
  - Employee's EIN
  - Date the employee was placed on administrative leave
  - Total number of hours on paid leave
  - Brief description as to why the employee is on administrative leave
2. If an employee has been or will be on paid administrative leave on and after September 29, 2012 for thirty working days, the agency shall submit a memo to ADOA Human Resources Division requesting approval to continue paid administrative leave for the employee. The memo shall contain sufficient information for ADOA to appropriately evaluate the request.

Additional procedures will be issued for the on-going reporting requirements after September 29, 2012.