

Administrative Leave Pending Investigation

(COPY TO AGENCY LETTERHEAD)

Date

Name

Address

City, State, Zip Code

Dear Mr./Ms. (Last Name):

This letter is official notice that pursuant to State Personnel System Rule R2-5A-B604(A)(2), you have been placed on Administrative Leave with Pay pending the results of an investigation. Your leave will begin at (time) on (date), and will continue until further notice.

While you are on Administrative Leave, you remain an employee of the State of Arizona and must continue to observe all rules and regulations regarding the conduct of State employees. You will continue to accrue all rights and benefits as an employee.

During your leave, you are directed to remain at your residence during the regular work hours of (time) to (time), (day) through (day). You must be available to provide information or services during these hours as directed by your supervisor. You must call your supervisor each work day between (time) and (time). You may leave your residence during your regular lunch break from (time) to (time). To leave your residence at any other time during the regular work hours cited above, you must request sick leave or annual leave. If your supervisor approves your request for sick leave or annual leave, you may leave your residence during the period of approved leave.

You are instructed not to enter the premises of your regular duty areas unless specifically authorized in advance by your supervisor.

You may be contacted at your residence during your regular work hours. If you are not at your residence and your supervisor has not approved sick or annual leave for this time, you will be considered to be absent without leave and will be given unauthorized leave without pay.

Failure to comply with all of the directives in this letter will subject you to disciplinary action, up to and including dismissal from State employment.

Sincerely,

(Name of Approving Authority)
(Title of Approving Authority)

cc: Office Administrator
Agency Chief Human Resources Officer