

## **4.06 Administrative Leave of Absence**

The college president, or in her/his absence the college president's designee, may place any college staff member on paid or unpaid administrative leave of absence. An example of the president's use of such authority could include placing an employee on paid administrative leave while conducting an internal investigation of allegations of a workplace violence incident or any other internal investigation.

The employee shall be notified of the reason s/he is being placed on an administrative leave of absence.

The college president shall collaborate with the Director of Human Resources and employee's supervisor in such actions.

This leave of absence is not part of the progressive discipline system but outcomes of the leave may result in disciplinary action against said employee.