

University of Louisiana System

**Title: *EMERGENCY ADMINISTRATIVE
LEAVE FOR UNCLASSIFIED STAFF
(INCLUDES FACULTY)***

Effective Date: May 1, 2008

Cancellation: January 1, 2007

Chapter: Faculty and Staff

Policy and Procedures Memorandum

STATEMENT OF PURPOSE

To establish a uniform policy and procedure within the System to be applied in emergency circumstances regarding an unclassified staff member, as defined by LA R.S. 17:3304, at each university and to authorize actions to be taken in accordance with this policy.

POLICY AND PROCEDURE

Any person in the chain of command of an unclassified staff or faculty member may recommend to the president of the university of his/her designee that is in the best interest of the university that the unclassified staff or faculty member be placed on Administrative Leave with pay.

Upon conducting any investigation deemed appropriate by the president or his/her designee which may include interviewing the staff member regarding the concerns of the university, the president may place that individual on Administrative Leave. The action may be done orally by the president or his/her designee and shall in no way be considered a disciplinary action. A written communication regarding any Administrative Leave action shall be forwarded to the respective staff member and a record maintained by the university.

Such Administrative Leave is with pay and shall not be charged against the individuals' leave record. It may be for an initial period of up to thirty (30) days, but it may be extended for up to thirty (30) more days by the president or his/her designee with verbal notice to the staff member.

During such leave with pay, the staff or faculty member shall be excused from the performance of any duties associated with the position of the individual except that the individual shall be considered a member of the university and subject to the directives of the president or designee given in order to resolve the concerns of the university.

Each university shall develop and disseminate a procedure to its unclassified staff members by which to enact this policy.

Policy References:

LA.R.S 17:3304

Review Process:

Vice Presidents for Academic Affairs
System President
Vice President for Administration & General Counsel
Presidents
Faculty Senate Presidents for Faculty Review

Distribution:

Presidents
Vice Presidents for Academic Affairs
Human Resource Directors