

**ADMINISTRATIVE LEAVE REQUEST FORM**

**SUBMIT FORM TO:** **hrbp@uidaho.edu**

**Updated: August 2019**

Administrative Leave is defined by FSH 3710, <https://www.webpages.uidaho.edu/fsh/3710.html>, as leave with pay and benefits.

Administrative Leave is not disciplinary, but may be implemented when the state or the University will benefit as a result of the leave. Additionally, Administrative Leave may be used to remove an employee from the workplace (for example during an investigation or to mediate an employee relations issue).

Prior to requesting Administrative Leave, department/unit leadership must be consulted. Supervisors and department/unit leadership are encouraged to consider whether Administrative Leave is appropriate, prior to formally requesting the leave.

If department/unit leadership identifies Administrative Leave as the appropriate action, the next step is to contact the Director of Human Resources, Brandi Terwilliger, email- brandit@uidaho.edu phone- 208-885-3008 or their Human Resources Business Partner at email- hrbp@uidaho.edu phone- 208-885-3638. Human Resources will provide guidance and assistance and may suggest alternative solutions.

If request for Administrative Leave is due to an emergency, please contact Human Resources Director immediately by phone 208-885-3008.

To request Administrative Leave, please complete the fields below:

|  |  |
| --- | --- |
| Date of Request: |  |
| Employee Name: |  | V Number: |  |
| Department: |  | College/Unit: |  |
| Supervisor: |  |
|  |
|  |
| Date administrative leave anticipated to begin: |  | Date administrative leave anticipated to end: |  | Total time anticipated: |  |

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| **SUPERVISOR COMPLETE THIS SECTION - Written request**Summarize why the request is being made. Attach additional pages if needed: |
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Should access be removed during the requested administrative leave? Yes \_\_\_\_\_ No\_\_\_\_ \*Requesting this does not guarantee removal of access. If yes, please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- |
| Supervisor Signature |  | Date |

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| --- | --- | --- | --- | --- |
|  | Approved- | Dean/Vice President Signature |  | Date |
|  | Not Approved |  |  |
|  |
|  | Acknowledged by Human Resources  |  | Date |
|  |
|  | Approved- | President or Designee |  | Date |
|  | Not Approved |
|  | Access removal approved |
|  | Access removal not approved |

**PRESIDENT/DESIGNEE NOTES ONLY**

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**Supervisor & Unit Leadership’s Next Steps Upon Final Approval of Administrative Leave**:

* Human Resources Director or Human Resources Business Partner will provide Administrative Leave letter, which must be signed by Department Administrator and provided to the employee.
	+ Department then sends signed Administrative Leave letter to Human Resources. Human Resources will route final letter to the Office of General Counsel and Office of President.
* During meeting with employee to deliver the letter, department collects keys, VandalCard, purchasing card, laptop, and any other University of Idaho owned equipment from the employee.
* After the department delivers the letter to employee, Human Resources will work with ITS to temporarily suspend employee’s access if applicable. The department will need to let Human Resources know once the letter has been delivered to the employee.
* As this is a personnel matter, departments are strongly discouraged from discussing this with co-workers, stakeholders, etc. Discussions of Administrative Leave should be limited to a “need to know” basis. For coaching on how to manage employee’s absence, please contact the Human Resources Director or your Human Resources Business Partner.
* If Administrative Leave was requested and approved on the basis of conducting a fact-finding or investigation, it is strongly recommended that department begin this process in a timely manner.
* In all cases involving administrative leave with a duration that is more than one bi-week, an electronic personnel action form (EPAF) must be processed

**Supervisor & Unit Leadership Reminders Upon Employee’s Return from Administrative Leave**

* Ensure that ITS has been notified to remove the access hold on the employee’s UI accounts if applicable. If any other accesses were temporarily removed, make sure to reinstate the employee’s access.
* Do not discuss the Administrative Leave with other employees.
* Schedule a meeting with the employee for the first hour they return to work, in order to provide updates on projects, work tasks, etc. If policies or procedures have changed in their absence, make sure they are informed upon their return.
* If applicable, provide letter of expectations, letter of warning, letter of reprimand, or last chance agreement immediately upon their return. Consult with Human Resources for staff or the Provost Office for faculty on timing. It may be appropriate to schedule a meeting before the employee’s return to provide these documents as a condition of employment.