



Administrative Policies and Procedures: 4.26

Subject:	Administrative Leave with Pay
Authority:	8-30-215 –Department of Human Resources Rules and Regulations -1120-6-.25 – Department of Human Resources Attendance and Leave Policies and Procedures – Chapter 3 – Department of Human Resources Policy 99-027
Standards:	None
Application:	To All Department of Children's Services Employees

Policy Statement:

When necessary to complete an investigation, employee disciplinary process or other circumstances, a Department of Children's Services employee **must** be administratively reassigned rather than placed on Administrative Leave with Pay **unless** circumstances necessitate placing the employee on paid leave for the proper operation of the agency or for the welfare of the employee or employees. If circumstances necessitate placing an employee on administrative leave with pay, the request must be approved in advance by the Commissioner of the Tennessee Department of Human Resources.

Purpose:

To ensure a coordinated process for the temporary reassignment or removal of an employee from the workplace when necessary to complete an investigative or disciplinary process or in other circumstances for the proper operation of the department.

Procedures:

A. Request and Approval

1. Written request from the Commissioner of Department of Children's Services will be submitted to and approved by the Commissioner of the Department of Human Resources prior to placing the employee on Administrative Leave with Pay.
2. The written request for Administrative Leave with Pay will be submitted to the DCS Director of Human Resources on form **CS-0738, Administrative Leave with Pay Request** and will be completed and signed by Central Office Directors, Regional Administrators or Youth Development Center Superintendents.
3. All requests must include the following:
 - a) Name of employee;
 - b) Employee's identification number;
 - c) Requested start date of leave;
 - d) Specific reasons for granting Administrative Leave with Pay;

	<p>e) Note if this was a recommendation of Internal Affairs;</p> <p>f) Explanation of why administrative reassignment is not an option.</p> <p>4. Requests must be submitted on Form CS-0738, Administrative Leave with Pay Request.</p>
B. Notification	The employee being placed on Administrative Leave with Pay must receive written notification of their placement on (or termination of) paid leave, including the date leave started and ended.

Forms:	<u>CS-0738, Administrative Leave with Pay Request</u>
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Collateral Documents:	<p><i>Administrative Leave With Pay Form Letter</i></p> <p><i>Administrative Leave With Pay Termination Letter</i></p>
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Glossary:	
Administrative Leave with Pay:	Paid leave where an employee is removed from normal duties when necessary for proper operation of the agency or welfare of the employee.