

APPENDIX L

ADMINISTRATIVE LEAVE LETTER TEMPLATE

[DATE]

By hand delivery

[Employee Name]
[Address City]

Dear [NAME],

Effective immediately you are placed on paid administrative leave of absence, pending the outcome of a personnel investigation. The reason you are being placed on paid leave is [REASONS – must be specific enough to inform the employee of why he/she is off.]

You will remain on paid administrative leave until you are notified otherwise by me. You have the right to union representation at any investigatory meeting. You will need to remain available to be contacted or to meet during your regularly scheduled working hours, **either virtually or in person at the discretion of the District.**

¶

Effective [DATE], you are hereby relieved of any and all duties, responsibilities and authority as a [position], except to respond to assignments given to you by [Supervisor] while on leave.

1. You will contact [Supervisor] via email every [example: Monday and Friday during your assigned administrative leave at 9:00 a.m.] Contact is not required on holidays.
2. You must remain available to receive and communicate by phone on your assigned workdays.
3. If such permission is granted, your sick time, vacation, or comp time may be used during your absence.
4. You are required to respond to interviews associated with this investigation and be available [Day and Time] to cooperate as needed.
5. Do not perform any duties on behalf of the District unless directed to do so by [Supervisor].
6. You are still required to abide by applicable District Personnel Policies.

~~While you are on administrative leave, you are not to come on any District property during work hours or after, unless prior arrangements have been made.~~10. You will not have access to the District's computer systems and District communication systems.

Appendix L - District Proposal - 1/31/23

We request that you do not talk to employees, students, parents, or any other potential witnesses, regarding this investigation and allegations or discuss the administrative leave unless it is consistent with your rights to consult an attorney or other purpose allowed by law.

Violating any provision of this letter will constitute insubordination and may result in disciplinary action.



While you are on administrative leave, you are not to come on any District property during work hours or after, unless prior arrangements have been made. However, if you are a parent/legal guardian of a child who is a PPS student, you may transport your child to and from school and participate as a parent in your child's school-related activities such as parent-teacher conferences, performances and sporting events. You may also access the District's outdoor property in the same manner as other members of the public during non-school hours and when no after-school activities are taking place. For any events (virtual or in-person) during non-school hours, you are expected to conduct yourself professionally and are subject to all District policies.

If you have any questions regarding your administrative leave status or want to make arrangements to return to school while on leave, please contact your building principal at [PHONE NUMBER].

Sincerely,
[NAME]

Sr. ~~Partner Manager~~, Employee and Labor Relations or OSP Leadership

Copy: Building Administrator

OSP Leadership

PAT Representative Investigation file(s)