

<b>Title</b> :	<b>Procedures for Administrative Leave</b>	
<b>Number</b> :		<b>4670.02</b>
<b>Approved</b> :		<b>08/11/22</b>
<b>Reference</b> :		

The College President or personnel designated by the College President may issue administrative leave, either paid or unpaid, to any Graham County Community College District employee, while under investigation. Such leave may be communicated verbally to the employee and will within five (5) business days following said leave, be confirmed by written notice to the employee setting forth the grounds for administrative leave. Employees placed on unpaid leave may choose to utilize their available vacation leave and then to utilize other applicable leave with pay, if any. If an employee is returned to work with no findings, all leave balances used while on leave will be reinstated. If an employee is terminated under the provisions of this policy, said employee record shall clearly reflect the cause of the termination.

