

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Administrative Leave		SOP #: HR.024.01
Effective Date	8/27/2019	
Last Revision/Review	8/27/2019, 1/6/2020	

1. Purpose

To define process for employees being placed on Administrative Leave

2. Related Policy/Authority

BCOM Employee Handbook.

3. Faculty/Staff Responsibilities

Human Resource, Leadership, Supervisors

4. Definitions/Abbreviations

Administrative Leave describes the situation when an employee is temporarily relieved of his or her normal responsibilities, continues to receive regular pay and benefits, and is normally required to remain at home during regular work hours. Administrative leave is not a category of leave, like sick leave or annual leave, but describes a person's work status.

5. Procedural Steps

1. A letter requesting approval to place and a letter placing the employee on Administrative Leave, are prepared by the Director of Human Resources or his/her designee.
2. Both letters are provided to the Dean for approval.
3. The Office of Human Resources will coordinate with BCOM security to have them "in the general area" and/or available if needed, while meeting with the employee.
4. The Office of Human Resources meets/communicates with the employee, to provide them the letter that places them on Administrative Leave.
5. A representative of the Office of Human Resources or a member of security, escorts the employee to their office to collect any personal items they may need and then escorts them out of the building.
6. The Office of Human Resources will contact the IT department to immediately suspend the employee's access to BCOM property, email, software, computer, etc. during Administrative Leave.
7. The Office of Human Resources will notify BCOM security of the employee's removed building access (temporary). If there is a need for the employee to return to BCOM property, they will check in with the front security desk upon arrival and will be escorted by either BCOM security, the Office of Human Resources or the Office of Compliance during their visit.
8. Employee is to remain available to BCOM during their regularly schedule shift while on Administrative Leave. Although, while on Administrative Leave, the employee should not be in

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contact with any faculty, staff, other than the Office of Human Resources and/or the Office of Compliance and/or Title IX Coordinator.

9. Once it is deemed appropriate by the Director of Human Resources or his/her designee, to remove the employee from Administrative Leave, the Office of Human Resources and/or the Office of Compliance will contact the employee and schedule a meeting to discuss the conclusion of Administrative Leave.
10. Upon completion of the meeting with the employee, the Office of Human Resources will contact the IT department and BCOM security to provide further information on the employee's access to BCOM property, email, software, computer, etc.

6. Reports/Charts/Forms/Attachments/Cross References

7. Maintenance

Human Resources; reviewed every January

8. Signature

Signature on File

1/6/2020

Dawn Leake, Director of Human Resources

Date

9. Distribution List

Internal/External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
1/6/2020		Updated to include the Office of Compliance in procedural steps		1/6/2020