

**CITY OF MARQUETTE, MICHIGAN
CITY ADMINISTRATIVE POLICY**

Policy Number: 270-10	Revision Date(s):
Date Adopted: October 1, 2013	
Department: Administrative	Original Policy Number: 2013-01

SUBJECT: Administrative Leave Policy

PURPOSE: The purpose of this policy is to provide a leave status option when an employee is retained with pay and benefits while relieved from all work duties. Administrative leave is typically used when an employee is subject to an investigatory discipline issue, a pending medical review following a fitness for duty exam, or other similar issue not addressed by other City leave policies.

POLICY:

In the event that management determines that an employee should be placed on administrative leave, the Department Head will provide a written recommendation for the leave to Human Resources, stating the reasons for the leave, the starting and ending dates of the leave and the circumstances surrounding the leave (i.e., is the employee required to take any action before returning to work, allowed at City facilities during the leave, allowed access to City e-mail during the leave, etc.).

Length of Leave: Administrative leave is not intended for an indefinite period of time or for prolonged absences. Administrative leave is not to exceed 30 calendar days. An extension of administrative leave for up to an additional 30 days after the initial leave is reserved for exceptional circumstances and must be approved, in writing, by the Department Head, Human Resources and the City Manager.

Notification: An employee will be informed in writing that he or she has been placed on administrative leave, the conditions of that leave, and the effective date thereof. Copies of the written notification will be given to the employee's Chapter Chair if the employee is a member of a bargaining unit.

Pay and Benefits: While on administrative leave, an employee will receive his or her regular rate of pay, exclusive of shift differential, will not earn accrued time-off, food or uniform allowance and is ineligible for call back for overtime. If a holiday falls during an approved administrative leave, an employee will be paid for the day, but will not be able to "bank" it or be paid additional holiday pay.

Normal deductions will be made from the employee's pay for pension, flexible medical spending accounts, health insurance (if applicable), salary deferral, federal and state withholding and other payroll taxes. An employee will not incur any loss of seniority or service credit while on approved administrative leave.

Recommended By:



Director of Administrative Services

Approved By:



City Manager