

3361:30-31-02

**Time off from work: policy for investigatory and non-
investigatory administrative leave.**

A. The following rule applies to all employees except those employees covered by an agreement, including a collective bargaining agreement.

B. Investigatory administrative leave:

1. With the approval of the chief human resources officer or designee in consultation with other appropriate university departments, an employee may be placed on an investigatory administrative leave with pay when an allegation of misconduct is made against an employee which requires that the employee be removed from the worksite in order to maintain the health, safety or welfare of that employee or others in the university community while the allegations against the employee are investigated.
2. The length of the investigatory administrative leave shall not exceed the length of time necessary to conduct a thorough investigation of the allegations. Such investigations will be conducted promptly and will be completed as soon as possible.
3. If the employee is placed on an investigatory administrative leave with pay, the university will continue to contribute its portion of the cost of benefits during the leave.
4. Unless otherwise prohibited by rule or regulation, the university reserves the right to discipline or dismiss the employee for any reason at any time during the investigatory administrative leave.
5. When the investigation is completed, the organizational unit along with the central human resources department, in conjunction with other appropriate university departments, shall determine and take the appropriate action.

C. Non-investigatory administrative leave:

1. Except as modification may be necessary, unclassified exempt employees at the rank of assistant dean and above or its equivalent, as determined by the executive vice president for academic affairs and provost, may request or be granted non-investigatory administrative leave. Such leave and its terms may be granted only by the executive vice president for academic affairs and provost.

Effective: July 18, 2019

Replaces: Rule 3361:30-3-01 of the Administrative Code.

Certification: Nicole S. Blount
Nicole S. Blount
Executive Director of Board Relations

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Rule amplifies: R.C. 3361.03;
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