

# LAMPASAS COUNTY PERSONNEL POLICIES

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## SECTION 7 LEAVES AND ABSENCES

### 7.8 ADMINISTRATIVE LEAVE

**ADMINISTRATIVE LEAVE:** AN EMPLOYEE MAY BE PLACED ON ADMINISTRATIVE LEAVE, WITH PAY, AS DEEMED APPROPRIATE BY THE ELECTED OFFICIAL OR DEPARTMENT HEAD AND WITH DIRECTION OF THE HUMAN RESOURCES DIRECTOR AND/OR THE COUNTY ATTORNEY. ADMINISTRATIVE LEAVE WITH PAY, WILL BE ASSIGNED WHEN THE EMPLOYEE IS THE SUBJECT OF, OR WITNESS IN, AN INVESTIGATION AND IT IS DETERMINED TO BE IN THE BEST INTEREST OF THE PARTIES AND LAMPASAS COUNTY THAT THE EMPLOYEE BE REMOVED FROM THE WORKPLACE.

AT THE END OF THE ADMINISTRATIVE LEAVE, IF THE EMPLOYEE IS FOUND TO REQUIRE DISCIPLINARY ACTION, LAMPASAS COUNTY RESERVES THE RIGHT TO DESIGNATE THE EMPLOYEES OWN ACCRUED LEAVE IN LEUI OF THE ADMINISTRATIVE LEAVE WITH PAY.

ADMINISTRATIVE LEAVE, WITHOUT PAY, MAY BE ASSIGNED, AS DEEMED APPROPRIATE BY THE ELECTED OFFICIAL OR DEPARTMENT HEAD, AS A DISCIPLINARY MEASURE. NOTICE OF SUCH DISCIPLINARY ADMINISTRATIVE LEAVE, WITHOUT PAY, WILL BE DOCUMENTED IN THE EMPLOYEES PERSONNEL FILE AND ON THE DEPARTMENT TIMESHEET. THE ELECTED OFFICIAL OR DEPARTMENT HEAD WILL NOTIFY THE PAYROLL ADMINISTRATOR IMMEDIATELY, IN WRITING, OF THE LEAVE WITHOUT PAY STATUS.

Approved 8-13-18