

LAMPASAS COUNTY PERSONNEL POLICIES

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.

ADMINISTRATIVE LEAVE CORONAVIRUS: EFFECTIVE JANUARY 1, 2021, LAMPASAS COUNTY WILL GRANT ANY LAMPASAS COUNTY EMPLOYEE AFFECTED BY THE CORONAVIRUS, EITHER BY TESTING POSITIVE OR BEING QUARANTINED DUE TO CONTACT WITH AN INDIVIDUAL WHO HAS TESTED POSITIVE, FOR UP TO 80 HOURS OF PAID ADMINISTRATIVE LEAVE. THIS ADMINISTRATIVE LEAVE FOR CORONAVIRUS IS A CONTINUATION OF THE NOW EXPIRED FAMILIES FIRST CORONAVIRUS RESPONSE ACT. ANY EMPLOYEE WHO USED THE 80 HOURS ALLOWED UNDER FAMILIES FIRST CORONAVIRUS RESPONSE ACT WILL NOT RECEIVE AN ADDITIONAL 80 HOURS UNDER THIS POLICY. EACH LAMPASAS COUNTY EMPLOYEE WILL BE LIMITED TO 80 HOURS FROM THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT AND THE LAMPASAS COUNTY ADMINISTRATIVE LEAVE FOR CORONAVIRUS COMBINED. EMPLOYEES REQUESTING THIS ADMINISTRATIVE LEAVE ARE REQUIRED TO PROVIDE MEDICAL DOCUMENTATION WITH DATES OF ORDERED QUARANTINE/ISOLATION TO THE HR DIRECTOR. ALL MEDICAL PAPERWORK PROVIDED FOR THIS PURPOSE WILL BE KEPT CONFIDENTIAL IN ACCORDANCE WITH HIPAA REGULATIONS. THIS LEAVE WILL NOT COVER HOURS MISSED BY A LAMPASAS COUNTY EMPLOYEE DUE TO SCHOOL OR DAYCARE CLOSURE.

FOR TRACKING PURPOSES, LEAVE TAKEN UNDER THIS POLICY WILL BE MARKED AS ADMINISTRATIVE LEAVE-COVID ON TIME SHEETS AND CODED AS FFC2 BY PAYROLL.

THIS POLICY WILL EXPIRE END OF THE DAY, DECEMBER 31, 2021

Revised 1-25-21