

## **ADMINISTRATIVE LEAVE**

Employees may be placed on administrative leave when situations occur that require investigation or inquiry and management determines that placing employee(s) on leave pending investigation or inquiry is in the best interests of the Diocese and/or employee(s). The Department of Human Resources is to be consulted prior to placing a person on Administrative Leave. Administrative leave can be with or without pay, depending on the circumstances. An employee placed on administrative leave will be informed of the reason for the leave in writing and the pay status during leave, and will receive instructions regarding being available during leave for communications with management.