



# Northern Illinois University

*Your Future, Our Focus*

## **Proposed Administrative Leave Policy**

**Ad Hoc Committee on Governance  
December 17, 2015**

# Board of Trustees Proposed Administrative Leave Policy



- Administrative Leave
  - an employee is temporarily relieved of their normal duties, but continues to receive regular pay and benefits (but may be without pay)
  - Employees on administrative leave are mostly required to remain at home or away from the University, but be available, during regular work hours
  - The mere act of placing an employee on **administrative leave shall not be a presumption** that the employee has acted inappropriately or violated a University policy, procedure or protocol or any relevant State or federal law or regulation.

# Board of Trustees Proposed Administrative Leave Policy



- Criteria
  - An employee should be placed on administrative leave only when the University determines that the employee cannot be allowed to remain in the workplace and the administrative leave is a **prudent business or operational decision** under the circumstances in order to, among other things, maintain a status quo, preserve sensitive information, protect University resources, and/or preserve the rights of the affected employee, the University, and others involved as much as practical.
  - In rare circumstances, an employee may be placed on administrative leave without pay for **conduct or behavior that presents a significant risk** to the health, safety or welfare of a member(s) of the University community, or because of **severe findings or allegations of misbehavior or misconduct that impermissibly erode, or represent a clear breach of, trust, honesty and confidence with the public.**

# Board of Trustees Proposed Administrative Leave Policy



- By law, there are special provisions for civil service employees
- Any administrative leave (whether with or without pay) that **exceeds three months** in duration must be **expressly approved by the President.**
  - The President will report to the Board of Trustees, as soon as practicable, of the decision and its rationale.

# Board of Trustees Proposed Administrative Leave Policy



- Appeals
  - Within 10 business days from the sending of the written reasons, the employee shall have a right to provide the Senior Associate Vice President for Human Resource Services or designee, with (1) a written explanation of the reasons why the employee disputes the University's written reasons and believes that he/she is entitled to keep his/her pay status
  - Within 5 business days from receipt of the employee's written explanation and supporting documentation, the Senior Associate Vice President or designee shall issue a written decision on whether there is clear and convincing evidence to put the employee on non-pay status, including the specific reasons that the Senior Associate Vice President or designee relied upon in making this decision.

# Board of Trustees Proposed Administrative Leave Policy



- Appeals
  - Within 10 business days from receipt of the decision of the Senior Associate Vice President or designee, the employee may appeal this decision to the Appeal Committee (which is composed of the Vice President and Provost (or designee), the Vice President for Administration and Finance (or designee) and the Executive Secretary of the University Council (or designee)) by providing a written request for appeal to the Vice President and Provost or designee that includes any and all reasons that the employee has to dispute the decision of the Senior Associate Vice President or designee.
  - Within 5 business days of receipt of the request for appeal, the Executive Vice President and Provost (or designee) shall call a meeting with the Vice President for Administration and Finance (or designee) and the Executive Secretary of the University Council (or designee) to consider the appeal.
  - Within 5 business days of convening, the Appeal Committee shall issue a written decision outlining its decision and the specific reasons that the Committee relied upon in making the decision.