

## X-18 Emergency Administrative Leave for Unclassified Staff (Includes Faculty)

**NORTHWESTERN STATE UNIVERSITY**  
**Emergency Administrative Leave for Unclassified Staff**  
**(Includes Faculty)**

- I. Purpose and Scope:** This policy and procedure establishes a uniform policy and procedure to be applied in emergency circumstances regarding an unclassified staff member (faculty included), as defined by LA R.S. 17:3304, and to authorize actions be taken in accordance with this policy.
- II. Reference:** LA R.S. 17:3304  
University of Louisiana System Policy and Procedure
- III. Responsible Party:** University President or by the designee of the President
- IV. Procedure:**

**General Conditions**

Any person in the chain of command of an unclassified staff or faculty member may recommend to the President that it is in the best interest of the University that the unclassified staff or faculty member be placed on Administrative Leave with pay.

Upon conducting any investigation deemed appropriate by the President, which may include interviewing the affected staff member regarding the concerns of the University, the President may place that individual on Administrative Leave. Placing the unclassified staff member or faculty member on Administrative Leave may be in writing and/or orally by the President or the designee of the President. The employee shall be given written communication that he/she is being placed on administrative leave and the reasons therefore and, when feasible, the employee shall be given an opportunity to respond to the proposed action.

Such Administrative Leave shall be with pay and shall not be charged against the affected employee's leave record. The Administrative Leave period may be for an initial period of up to 30 days, but can be extended for an additional 30 more days by the President notifying the affected employee in writing or verbally. The University reserves the right, however, to place the affected employee on straight suspension with pay if it is deems any further investigation to be necessary beyond the maximum 60 days.

At the conclusion of any investigation concerning the emergency administrative leave, the affected employee must be given written communication of any proposed action to be taken against the employee and the reasons therefore must be given an opportunity to respond to the proposed action and to explain why such action should not be taken or some lesser action taken. After the deadline given the employee to respond, the President shall notify the employee in writing of the action taken and the reasons therefore.

During the Administrative Leave period with pay, the affected employee shall be excused from the performance of any duties associated with their position, except that the affected employee shall be considered an employee of the University and is subject to the directives of the President or designee given in order to resolve the concerns of the University. The affected employee shall continue to earn annual and sick leave.