CDU Policy I.E.00730 Investigatory Leave

ISSUING OFFICER: Director of Human Resources

RESPONSIBLE OFFICE: Department of Human Resources

EFFECTIVE DATE: October 29, 2010

REVISED DATE:

SUPERSEDES:

POLICY I.E.00730 Investigatory Leave

To permit Charles R. Drew University to review or investigate actions including but not limited to dishonesty, theft or misappropriation of University property, fighting on the job, insubordination, acts endangering others, or other conduct which warrants removing the employee from the work site, The University may place an employee on a paid or unpaid investigatory leave, with or without notice. The leave shall be confirmed in writing, stating the reason and the expected duration of the leave. Upon conclusion of the investigation, the employee shall be informed in writing of the actual dates and pay status of the leave.

PROCEDURE I.E.00730 Investigatory Leave

REFERENCES AND RELATED POLICY

CDU-APM I.E.00680 (Leave of Absence)
CDU-APM I.E.00630 (Disciplinary Action)

A. PAY STATUS

Employees placed on a paid or unpaid investigatory leave may remain on pay status for the period of the leave. Exempt employees placed on paid investigatory leave shall be paid an established weekly (5 days) wage.

B. NOTIFICATION

A letter confirming that an employee has been placed on paid or unpaid investigatory leave shall be given to the employee as soon as practicable but no later than three (3) working days following the incident giving rise to the paid or unpaid investigatory leave. (Contact Department of Human Resources for Investigatory Leave Letter Template)

Applicability: All Staff and Faculty Members