

Policy Name: Administrative Leave

Policy Owner: Georgia Tech Employee Relations

Policy Contact: Pearl Alexander, Sr. Director - Employee Relations

Reviewed By: Office of General Counsel; Faculty Affairs; Office of the Executive Vice President for Research; GTRI; Research Security; ASC Workforce Administration; Georgia Tech Human Resources; E12 Human Resources; College of Sciences Human Resources

Policy Steering Committee Approval: May 2024

Policy Purpose: The Administrative Leave Policy will help to ensure the consistent application of paid administrative leave at Georgia Tech. Administrative Leave is with pay and is not a disciplinary action. It is a temporary status to ensure the health or safety of students, employees, or other individuals, allow time for an investigation or review by the Institute, or any other conduct that the Institute in its sole discretion requires temporary removal of an employee from the campus community or workplace.

Summary of Substantive Policy Elements:

- The Administrative Leave Policy applies to all employees of Georgia Tech.
- Administrative Leave is initiated by Georgia Tech or the University System of Georgia under special circumstances and includes pay.
- Administrative Leave may be implemented to ensure the health or safety of students, employees, or other individuals, allow time for an investigation or review by the Institute, or any other conduct that the Institute in its sole discretion requires temporary removal of an employee from the campus community or workplace.
- The Administrative Leave Policy outlines the notification requirements, compensation/eligibility for benefits, and the conclusion of administrative leave.



Georgia Institute of Technology

Administrative Leave Policy

Policy No.

Type of Policy: Administrative

Effective Date: TBD

Last Revised: N/A

Policy Owner: Georgia Tech Human Resources and The Office of the Vice Provost for Faculty

Policy Contact: Pearl Alexander, Sr. Director – Employee Relations,
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1. Reason for Policy

This policy ensures consistent application of Administrative Leave at the Georgia Institute of Technology (Georgia Tech).

2. Policy Statement

Administrative Leave is a leave of absence that is initiated by Georgia Tech or the University System of Georgia (USG) under special circumstances with pay. During Administrative Leave an employee may be instructed not to work, not to report to their workplace, or to conduct work in a modified manner.

Administrative Leave may be implemented for any of the following reasons:

1. For the health, safety, or protection of students, employees, or other individuals;
2. To allow time for an investigation or review of a matter internal to the Institute;
3. To evaluate circumstances surrounding an allegation or external event such as an arrest;
4. Other circumstances involving dishonesty, theft or misappropriation of Institute funds, trade secrets, unpublished research or other intellectual or physical property, violence or threats of violence, significant safety violations, acts endangering others, insider threats; or
5. Any other conduct that the Institute in its sole discretion determines requires temporary removal of the employee from the campus community, workplace, or workforce.

Supervisors or HR Representatives who believe there may be a need for Administrative Leave must contact [Georgia Tech Human Resources \(GTHR\) – Employee Relations](#) to evaluate the situation. For situations that require an

immediate response, supervisors should use their best judgment on whether the employee should be immediately asked to leave for the day. When a supervisor makes this decision, they must immediately engage their HR Representative as well as GTHR – Employee Relations. In consultation with the supervisor, the Office of Legal Affairs, and other campus leaders, GTHR – Employee Relations will determine whether administrative leave is the best course of action and obtain necessary approvals. GTHR – Employee Relations will consult with the Office of the Vice Provost for Faculty and/or the Executive Vice President for Research on faculty matters.

In cases of imminent harm or threat of imminent harm, Georgia Tech Police Department (GTPD) must be contacted immediately. If GTPD determines that an employee poses a threat of imminent harm, the employee may be placed on immediate Administrative Leave. Following any employee being placed on immediate Administrative Leave, the supervisor must immediately contact their HR Representative as well as GTHR – Employee Relations and the Office of Legal Affairs through the procedures outlined above.

Notification Requirements

An employee placed on Administrative Leave should receive, as soon as practicable and no later than five business days after being placed on administrative leave, a written notification. The notification should include the effective date of Administrative Leave, the conditions and terms of the leave, and the reason for the leave. GTHR Employee Relations will prepare the written notification for distribution by the employee's manager.

Compensation and Eligibility for Benefits

Administrative Leave does not result in a break in service for the purpose of determining seniority and eligibility for employee benefits, nor does it prevent the accrual of leave. Tenure track employees may apply for extension to their tenure probation period. Employees on Administrative Leave will receive their regular or base pay. However, they are not eligible for temporary pay for extra duties previously assigned, administrative stipends, overtime payments, summer salary for faculty on nine-month contracts, premium holiday pay, or additional premium pay as if the employee worked. Employees on Administrative Leave should perform work only if directed by GTHR.

Termination of Administration Leave

Upon conclusion of Georgia Tech's review or investigation, GTHR – Employee Relations, in consultation with Georgia Tech leadership for the respective unit, the Office of Legal Affairs, and the employee's supervisor, will determine whether the

employee will be reinstated or subject to disciplinary action, which may include actions up to, and including, termination of employment.

Duration

Administrative leave should not last longer than six (6) months without review by GTHR-Employee Relations.

3. Scope

This policy applies to all employees of Georgia Tech.

4. Definitions

Administrative Leave	Administrative Leave is defined as the temporary removal from the campus community, workplace, or workforce of an Employee, with pay. Administrative leave is not a disciplinary action.
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5. Frequently Asked Questions

Questions regarding approval and the implementation of Administrative Leave should be directed to GTHR-Employee Relations.

6. Responsibilities

While on Administrative Leave, Employees must:

- Comply with all terms of the notification letter;
- Participate in Georgia Tech’s investigation, including appearing for interviews;
- Respond to work-related questions from their supervisor(s);
- Appropriately utilize Sick and Annual Leave when not available during regularly scheduled work hours.
- Return any Institute property as requested.
- Not perform any work-related responsibilities unless directed by GTHR. An employee’s access to GT systems may be limited or paused while the employee is on Administrative Leave.

7. Enforcement

To report suspected instances of ethical violations, please visit Georgia Tech’s Ethics Hotline a secure and confidential reporting system, at:

https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=7508

8. Policy History

Revision Date	Author	Description
TBD	GTHR	New Policy