

TECHNICAL ASSISTANCE – EXTENDED ADMINISTRATIVE LEAVE REPORTING

Prepared by the Division of Human Resources in the Department of Personnel & Administration. Revised February 28, 2012.

OVERVIEW

This purpose of this technical assistance is to provide the data reporting requirements related to extended administrative leave granted to state employees in the state personnel system. By rule, departments and institutions of higher education (departments) are required to report any occurrence of administrative leave that exceeds 20 consecutive working days to the State Personnel Director and department head. Administrative leave of less than 20 consecutive days need not be reported.

REPORTING REQUIREMENTS

Within 15 calendar days of every administrative leave period that exceeds 20 consecutive working days (includes holidays and any mandatory furlough days), the following information must be reported:

- The employee's name;
- The department;
- The originator (person who placed the employee on leave); and
- The reason for granting the extended leave. While extended administrative leave is most commonly granted during a period of investigation into an employee's actions or behavior, some detail must be provided regarding the reason for investigation (for example, to investigate alleged violation of the department's workplace violence policy).

Within 15 calendar days of the conclusion of an extended administrative leave period, the following additional information must be reported:

- The total number of leave days granted (not simply reporting that the leave exceeded 20 consecutive days); and,
- A statement of the resulting action taken with respect to the employee at the conclusion of the leave. For example, returned to regular position, resignation, termination for cause, etc.

Extended administrative leave reports to the State Personnel Director are to be sent to adminleave@state.co.us. Hard copy originals are not required, thus the preferred method of notice is email; however, if you are unable to send the information via email, please mail the documentation to 1313 Sherman Street, 1st Floor, Denver, CO 80203, Attention Statewide Leave Coordinator. The information may be letter or spreadsheet format and must include the name and contact information of the individual who can clarify details regarding the extended administrative leave. A sample report format follows.

Each department must develop and maintain a process that ensures consistent reporting of administrative leave data to the State Personnel Director.

SAMPLE—Administrative Leave Report Format

Initial report of administrative leave exceeding 20 consecutive working days.

Report of Administrative Leave That Exceeds 20 Consecutive Working Days						
Agency	Employee Name	Reason for Granting Admin Leave	Originator	Date Commenced	Number of Days Granted To Date	Final Action Taken
ABC	Doe, John	Investigation of possible violation of substance abuse policy	Jane Doe, Appointing Authority	1/25/11	25	
ABC	Mouse, Mickey	Investigation of alleged harassment	Minnie Mouse, Supervisor	2/1/11	20	

Report following conclusion of administrative leave.

Report of Administrative Leave That Exceeds 20 Consecutive Working Days							
Agency	Employee Name	Reason for Granting Admin Leave	Originator	Date Commenced	Date Concluded	Total Number Days Granted	Final Action Taken
ABC	Doe, John	Investigation of possible substance abuse policy violation	Jane Doe, Appointing Authority	1/25/11	3/21/11	40 days	Disciplinary Demotion
ABC	Mouse, Mickey	Investigation of alleged harassment	Minnie Mouse, Supervisor	2/1/11	3/14/11	30 days	Voluntary Resignation
ABC	Monroe, Marilyn	Investigation of misuse of state resources	James Dean, Appointing Authority	2/15/11	3/14/11	20 days	No action taken

Departments will be required to annually attest to the completeness of the data reported to the State Personnel Director and that any discrepancies have been corrected. DHR will provide reports along with an attestation document and instructions in the month of August. See Technical Assistance- Time Off on DHR’s Web site for more information on administrative leave in general.

Every attempt is made to keep this information updated. For additional information, refer to the *State Personnel Board Rules and Director’s Administrative Procedures* (rules) or contact your department human resources office. Subsequent revisions to rule or law could cause conflicts in this information. In such a situation, the law and rule are the official source upon which to base a ruling or interpretation. This document is a guide, not a contract or legal advice.

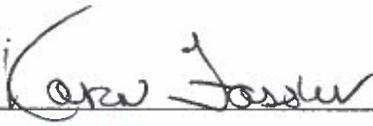
**TECHNICAL ASSISTANCE
DHR APPROVAL FOR PUBLICATION**

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Technical Guide Topic: Extended Administrative Leave
Reporting

Effective Date of Revisions: April 8, 2011

Date of Superseded Version: January 22, 2010

Section Manager:  Date: 4/7/11

Division Director:  Date: 4-8-11