

UC Davis Personnel Policies for Staff Members

Separation Actions

Section 63, Investigatory Leave

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Responsible Department: Human Resources

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63. GENERAL

Overview. Investigatory leave is a tool available to management in situations when it may be necessary to remove an employee from the work site during the course of a University investigation. An employee may be placed on investigatory leave when his/her continued presence may interfere with the investigatory process or for other conduct or circumstances which warrant removing the employee from the premises.

Authority and Responsibility. The department head is responsible for placing an employee on investigatory leave. This action may be taken without prior notice to the employee, but only after the department head or representative consults with an Employee & Labor Relations Analyst.

Pay Status. At UCD, all investigatory leaves shall be with pay unless an option to use unpaid leave is approved by the Associate Vice Chancellor--Human Resources. While on leave, the employee shall cooperate with the investigation during work hours. If an unpaid leave option is approved, the department shall give notice of intent and consider the response as if the action were a corrective action under Policy 62.

Written Notice. The department shall give written notice to the employee when placed on investigatory leave, or within two working days after the leave is effective. The notice must specify the reasons for the investigatory leave, the expected dates of the leave, and direct the employee to remain available during the course of the leave for investigatory meetings.

A person who is not a party to the action fills out a Proof of Service form. The form is on the Web at http://www.hr.ucdavis.edu/elr/er/sample_letters_to_ee/index.html. The form is attached to the notice, which is then delivered or mailed.

Time Limit. The leave shall be no longer than 15 calendar days. The Employee & Labor Relations Analysts (campus) and the UCDHS Employee & Labor Relations Manager may make exceptions to this rule and may grant an extension(s) to the leave.

Violence in the Workplace. For information on threat assessment and response, see UCD Policy & Procedure Manual Section 390-30 and UCDHS Hospital Policies & Procedures Manual Section 1616.

Notice and Decision. When the investigation process has been completed, the employee shall be informed in writing of the investigation's findings and whether those findings will result in discipline and/or corrective action.