

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

Note 1--Authority. A department head may put an employee on an investigatory leave, after consulting with an Employee & Labor Relations Analyst.

Note 2--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.

Note 3--Written Notice. The department shall give notice (see Policy 63) within 2 work days of the start of the leave. 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/Forms>. The form is attached to the notice, which is then delivered or mailed.

Note 4--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.

Note 5--Fitness for Duty. A department head may ask for a medical evaluation when (1) an employee's conduct creates a reasonable belief that a threat to the health or safety of the employee or others, or to University property, exists; or (2) there is objective evidence that the employee cannot perform the essential job functions.

The purpose of the evaluation is to find out if the employee can perform his or her job in a safe manner. The employee's department pays the cost.

The department first consults an Employee & Labor Relations Analyst, then contacts Employee Health Services. If the campus or UCDHS Medical Director of Employee Health Services approves the request, Employee Health Services arranges for the evaluation.

In order to ensure safety while the employee is being evaluated, the employee may be placed on investigatory leave for the time needed for the evaluation, up to the limit in Note 4, above.

Note 6--Violence in the Workplace. For information on threat assessment and response, see UCD Policy & Procedure Manual Section 290-09 and UCDHS Hospital Policies & Procedures Manual Section 1616.