

ADMINISTRATIVE LEAVE

Purpose

To provide for the continuation of pay for employees at the County's discretion.

Process

An employee may be placed on paid administrative leave during the course of an internal investigation. This would be determined by the Department Head or Elected Official and the Director of Human Resources. The employee would only be on paid administrative leave until the internal investigation is concluded. Then the appropriate action would be taken based upon the findings of the investigation.

There may be other times when Administrative Leave with Pay is used as in the case of inclement weather (refer to policy # 1998-1-5) or for other business needs as the County deems necessary. This would be with approval by the Chairperson of the Board of Commissioners.

Policy Change

The County reserves the right to delete, modify, amend or terminate this policy at any time with or without prior notice.

Approved this 14th Day of March, 2006.

Board of Commissioners
Rockdale County, Georgia

By: Roy J. Middlebrooks
Roy J. Middlebrooks, Chairman

Attest:

By: Jennifer Rutledge
Jennifer Rutledge, County Clerk