

Section: PS 803-F
Sample Notice of Administrative
Leave With/Without Pay
Appendix F

Last Revised: March 2013

Last Reviewed: March 2013

Next Review:

NOTE: This letter is to be used when placing an employee on leave pending investigation. If the investigation has been done and the employee is being placed on leave pending a decision regarding discipline/dismissal, a different letter is required. Contact your HR Consultant.

HAND DELIVERED

PERSONAL & CONFIDENTIAL

Date

Name of Employee

Title

Ministry

Dear (Employee):

Re: Administrative Leave (With/Without) Pay

I have reviewed all of the information provided to me surrounding recent events that took place on (date). Given the serious nature of the matter, you will be placed on Administrative Leave (With/Without) Pay during the investigation into these events.

Accordingly, you are not to report for work, effective immediately, until (date). This is not disciplinary, but is intended to allow the Employer to examine the issues thoroughly and to determine appropriate action. Should the investigation not be completed during this time, I reserve the right to extend the leave, as necessary.

During the course of the investigation, you will be provided with the details of the allegations and given an opportunity to respond to them. You must ensure you are available for interviews during this period. If you do not make yourself available we will proceed with the investigation and make a determination based on the information we have available to us. You have the right to union representation at any such interview. ***(Delete previous sentence for out of scope employees)***

(The following paragraph is optional depending on the circumstances)

Upon receipt of this letter, you will be required to temporarily return your office keys, Government identification and purchase cards. You may contact (Name) should you wish to remove any personal items and arrange for a time to do this; however, all items, which are the property of the (Ministry), must be left at the work site. If you have any files or equipment at your residence, which are the property of the (Ministry), we will arrange to have these items collected.

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Upon completion of the investigation, you will be required to attend a meeting where the results of the investigation and any possible disciplinary sanctions will be discussed with you. Should you need to contact the office, you may call (name) who will be your principle contact. They can be reached at (306) xxx-xxxx.

If you have personal circumstances that may be affecting your ability to perform the duties of your position, the Government of Saskatchewan has an Employee and Family Assistance Program (EFAP). If you wish to access EFAP, I encourage you to do so. You can make arrangements by calling (306) 787-7567 or 787-7563.

Sincerely,

(Permanent Head or Designate Signature)

c. Personnel File
Manager
Human Resources
Union (if applicable)