

## 707 - ADMINISTRATIVE LEAVE AND SUSPENSION WITHOUT PAY

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### **Section 707.01 Administrative Leave**

At the discretion of the elected official or department head, an employee may be placed on administrative leave, which temporarily suspends the employee from performing all job duties. Administrative leave may be appropriate when the elected official or department head believes immediate action is necessary to protect an employee and/or the public, and/or needs additional time to investigate an employee's performance or behavior. The elected official or department head must give an employee written notice of the reason and estimated duration of the leave.

The length of an administrative leave should be kept to a minimum, typically between one and five days absent extenuating circumstances. In some situations the leave may be for longer duration while awaiting the outcome of an investigation or legal proceeding. Administrative leave lasting more than 3 months shall require the approval of Commissioners Court.

While on administrative leave, an employee will be paid his or her base wages, and medical benefits will be continued at active employee rates. Periods of paid leave shall not count as hours worked for purposes of computing overtime. An employee on administrative leave must contact his or her supervisor weekly, and remain available to return to duty with 12 hours' notice.

For administrative leave lasting one or more full pay periods, no paid leave shall be accrued and no longevity or supplemental pay shall be paid. If an employee is returned to duty, he or she shall receive full credit for any foregone accruals, and will be reimbursed for foregone longevity and supplemental pay. However, if an employee does not return to duty for any reason, the accruals and payments shall be forfeited. Further, any accrued time other than sick leave that the employee has on the books will be applied retroactively to the time spent on administrative leave.

### **Section 707.02 Suspension Without Pay**

At the discretion of the elected official or department head, non-exempt employees may be disciplined by a suspension without pay. A suspension without pay means the employee is relieved of all job duties for the period of the suspension.

A suspension without pay for an exempt employee must be for periods of one (1) or more **full** days. Exempt employees may be suspended without pay for serious infractions of workplace conduct rules, but not for performance or attendance issues.

Employees on suspension may be required to contact their supervisor weekly. Employees may not substitute accrued paid leave for periods of unpaid suspension.

### **Section 707.03 Employee Benefits During Suspension**

During a suspension without pay for one or more full pay periods, an employee shall accrue no paid leave, and will not receive longevity or supplemental pay. The employee must coordinate payment of medical

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and dental benefits with the Risk Management Department.

**Section 707.04  
Reinstatement**

If the need to fill the position should arise due to unforeseen circumstances, or if the job is eliminated due to a reduction in force, Fort Bend County does not guarantee the reinstatement of an employee on Administrative Leave or Suspension Without Pay at the end of the suspension period.

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Policy Approved and Adopted By:  
Fort Bend County Commissioners Court  
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