

TECHNICAL ASSISTANCE – ADMINISTRATIVE LEAVE REPORTING

Prepared by the Division of Human Resources in the Department of Personnel & Administration in November 8, 2006.

OVERVIEW

This purpose of this technical assistance is to provide the data reporting requirements related to administrative leave granted to classified state employees. By rule, departments and institutions of higher education are required to report any occurrence of administrative leave that exceeds 20 consecutive working days to the State Personnel Director. Administrative leave of less than 20 consecutive days need not be reported.

REPORTING REQUIREMENTS

Within 15 days of an administrative leave period exceeding 20 consecutive days, the following information is reported:

- The employee's name;
- The agency; and
- The reason for granting the leave. While administrative leave is most commonly granted during a period of investigation into an employee's actions or behavior, some detail must be provided regarding the reason for investigation (for example, to investigate alleged violation of the department's workplace violence policy).

Within 15 days of the conclusion of an administrative leave period, the following information is reported:

- The total number of leave days granted (not simply reporting that the leave exceeded 20 consecutive days); and,
- A statement of the resulting action taken with respect to the employee at the conclusion of the leave. For example, returned to regular position, resignation, termination for cause, etc.

Administrative leave reports are provided to the State Personnel Director at 1313 Sherman Street, 1st Floor, Denver, CO 80203. The information may be letter or spreadsheet format and must include the name and contact information of the individual who can clarify details regarding the administrative leave. A sample report format follows.

Each department and institution of higher education must develop and maintain a process that ensures consistent reporting of administrative leave data to the State Personnel Director.

SAMPLE—Administrative Leave Report Format

Initial report of administrative leave exceeding 20 consecutive working days:

Report of Administrative Leave That Exceeds 20 Consecutive Working Days				
Agency	Employee Name	Reason for Granting Admin Leave	Total Number Days Granted	Final Action Taken
ABC	Doe, John	Investigation of possible violation of substance abuse policy		
ABC	Mouse, Mickey	Investigation of alleged harassment		

Report following conclusion of administrative leave:

Report of Administrative Leave That Exceeds 20 Consecutive Working Days				
Agency	Employee Name	Reason for Granting Admin Leave	Total Number Days Granted	Final Action Taken
ABC	Doe, John	Investigation of possible substance abuse policy violation	24 days	Disciplinary Demotion
ABC	Mouse, Mickey	Investigation of alleged harassment	30 days	Voluntary Resignation
ABC	Monroe, Marilyn	Investigation of misuse of state resources	20 days	No action taken

**TECHNICAL ASSISTANCE
DHR APPROVAL FOR PUBLICATION**

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