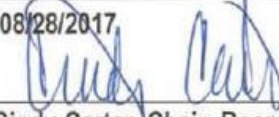


Grant County Personnel Policy

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|---|----------------------------|
| DATE ISSUED: 08/28/2017 | EFFECTIVE DATE: 08/30/2017 |
| APPROVED:  Cindy Carter, Chair, Board of County Commissioners | 08-28-17 Date Signed |
| LAST REVISED: 10/12/2016 | CONTACT: Human Resources |

808 – Administrative Leave

Circumstances may arise which make it necessary for Grant County to place an employee on Administrative Leave. Administrative Leave may be with pay or without pay, depending on the circumstances. The employee will be notified in writing if he/she is being placed on Administrative Leave. While on Administrative Leave, with reasonable notice from the supervisor and/or Grant County, the employee must be available and accessible. An employee's service time and benefits remain in force while he/she is on Administrative Leave.