



**Jefferson County Emergency Services Agency
Administrative Policy**

AP 1176

Page 1 of 1

Administrative Leave

Board Approval: *R M Kelly, Chairman*

Date: 4/26/16

An employee may be placed on Administrative Leave with pay for a period not to exceed one week at the discretion of the Director or Deputy Director on a case by case basis.

An employee may be placed on Administrative Leave without pay in accordance with the agency's disciplinary policy (disciplinary suspension) or when, at the discretion of the Director, the employee's presence presents a risk to him/herself, his/her coworkers, or the community we serve.