

Search [go](#)

- [Employees](#)
- [Retirees](#)
- [Administrators](#)

[Home](#) < [Policies, Employee and Labor Relations](#) <
[Personnel Policies for Staff Members](#)

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- [❖ Directories and Contacts](#)
- [❖ Forms and Publications](#)
- [❖ Search the website](#)
- [❖ Email Customer Service](#)

Personnel Policies for Staff Members

Disciplinary and Separation Actions

63. Investigatory Leave

July 1, 1996

GENERAL

An employee may be placed on an investigatory leave, with or without notice, to permit the University to review or investigate actions including but not limited to dishonesty, theft or misappropriation of University property, fighting on the job, insubordination, acts endangering others, or other conduct which warrants removing the employee from the work site. The leave shall be confirmed in writing, stating the reason and the expected duration of the leave. Upon conclusion of the investigation, the employee shall be informed in writing of the actual dates and pay status of the leave.

Applicability: All Staff Members

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