

UCOP Human Resources Procedure 63 – INVESTIGATORY LEAVE

- I. POLICY REFERENCES**
- UC-PPSM 46, Administrative Leave
 - UC-PPSM 62, Corrective Action
 - UC-PPSM 63, Investigatory Leave
 - UC-PPSM 64, Termination of Career Employees Professional and Support Staff
 - UC-PPSM 65, Termination of Career Employees Managers and Senior Professionals Grades I-VII
 - UC-PPSM 70, Complaint Resolution

II. GENERAL

Division or Department Heads (or Supervisor) may place an employee on investigatory leave in consultation with UCOP Human Resources. Employees may be placed on investigatory leave to permit the University to review or investigate actions including, but not limited to, dishonesty, theft or misappropriation of University property, workplace violence, threats of violence, acts of endangerment, or other misconduct which warrants removing the employee from the work site.

III. PAY STATUS AND TIME LIMITS

Employees may be placed on investigatory leave with or without pay. While on investigatory leave, whether paid or unpaid, the employee is expected to be available for and to cooperate with the University's investigation.

Upon conclusion of the investigation, if no corrective action or termination of employment is deemed to be appropriate, the employee will be paid for any portion of the investigatory leave that was previously unpaid. If an employee is suspended without pay, or termination of employment is determined to be appropriate, the investigatory leave may remain without pay based on consultations with the UCOP Local Human Resources, provided that the department has complied with the notice provisions of UC-PPSM 62 (Corrective Action), UC- PPSM 64 (Termination of Career Employees Professional and Support Staff), or UC-PPSM 65 (Termination of Career Employees Managers and Senior Professionals), as appropriate.

IV. WRITTEN CONFIRMATION NOTICE

Division or Department Heads (or supervisors) shall provide a written confirmation notice to the employee within two (2) working days after commencement of the investigatory leave to include the reason for the investigatory leave and the expected duration. The written confirmation notice shall be hand delivered or sent by U.S. Postal Service, accompanied by a "proof of service" form, with a copy to UCOP Local Human Resources. A person who is not involved in the investigatory leave process must complete and affix the Proof of Service form and mail the notice.

Upon conclusion of the investigation, the employee shall be informed in writing by the Division or Department Head (or supervisor) of the actual dates and pay status of the investigatory leave.