



## Paid Administrative Leave Policy

In certain extraordinary circumstances (i.e. natural disaster, pandemic health crisis, fire, flood or other environmental situation) making it impossible to remain on site, it may be necessary for our office and/or facilities to close. Some or all staff may be required to remain home without the ability to work through ODVN's teleworking policy.

In other circumstances (i.e. removing an employee from the work place while an internal or external investigation/review ensues) it may be necessary for the Executive Director to place an employee on administrative leave.

All employees are eligible for paid administrative leave for 30 days. The Executive Director can extend this administrative leave, if necessary, for up to an additional 30 days.

Employees are not required to take accrued PTO before using administrative leave. Employees on paid administrative leave will be paid at their regular rate of pay. Employees will continue to receive any applicable benefits and will remain responsible to pay their portion of the premiums through the duration of the leave.

Paid Administrative Leave days are not accrued, will not be paid out upon termination of employment, and will not be carried over from year to year.

If the office is closed or an employee is placed on administrative leave during an employee's previously-scheduled PTO or holiday leave, the time off must still be charged to the employee's PTO or holiday leave balance.

The use of Paid Administrative Leave is solely the decision of the Executive Director and will be used only under the provisions of this policy.

Adopted and approved by ODVN's Board of Directors on April 17, 2020

Effective Date: January 1, 2020

*Revised 4-13-2020*