

PERSONNELGENERAL PERSONNEL – Administrative Leave With Pay

The Regional Superintendent may place an employee on administrative leave with pay for conduct which disrupts or may disrupt the educational programs or process, unprofessional conduct, the neglect of any professional duty, conduct which violates any Illinois or Federal law or regulation, insubordination, immorality, incompetence or other just cause; provided that prior to any such administrative leave with pay, the employee is given written notice stating (i) the reasons for the administrative leave and (ii) the dates and duration of the suspension, but in no event is the administrative leave to exceed ten (10) working days; and a meeting/hearing with the Regional Superintendent or his/her designee (i) to review the evidence supporting the decision, (ii) to consider the employee's arguments and evidence against the decision, and (iii) based upon the evidence presented, to affirm or rescind the preliminary decision to place the employee on administrative leave with pay. At the meeting/hearing, the employee shall have the right to have a representative present.

Nothing in this policy shall be interpreted to prevent the Regional Superintendent from immediately placing an employee on administrative leave with pay whose conduct can reasonably be construed to create a condition of emergency, which threatens or may threaten the health, safety or welfare of any student or ROE personnel. In the event such an emergency decision of administrative leave with pay is imposed on an employee, such employee shall be afforded the aforementioned procedural protections as soon thereafter as is practicable.

As used herein, the term "administrative leave" shall mean the act of temporarily debarring an employee from his/her position in the ROE with pay. The Regional Superintendent may impose an administrative leave with pay not to exceed ten (10) working days in duration. However, an extended leave with pay may be imposed by the Regional Superintendent, provided the employee is afforded a hearing with the Regional Superintendent or his/her designee to determine whether the evidence, as presented at the hearing supports an extended administrative leave with pay.

LEG. REF.: Ill. Rev. Stat., ch. 122, para. 10-22.4.
Ill. Rev. Stat., ch. 122, para. 24-22.
Ill. Rev. Stat., ch. 122, para. 24-12.

Cross Ref.: 500.25

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