

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Administrative Leave Programs		CHAPTER/SECTION NO.: 16.2	
EFFECTIVE DATE:10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES:		APPROVED: <u>**See Master File</u> Sheriff	
STANDARD NUMBER: 22.2.1			

16.2 Policy

16.2.1 Administrative Leave With Pay - is based on an incident or issue. Any supervisor may place an employee on administrative leave with pay. This administrative leave may be continued with the approval of the Sheriff or his/her designee.

A. Situations generally requiring administrative leave with pay include but are not limited to:

1. Allegations against a member, of serious violations of policy or criminal law.
2. Member involvement in an incident requiring an internal or criminal investigation, or death or serious injury investigation.
3. Member involvement in any incident with a potential negative impact on public trust in the Office.
4. Temporary Assignment with another agency.
5. The best interest of the employee and the Office as determined by the supervisor or the Sheriff.
6. Any other circumstance the Sheriff deems appropriate given cause and circumstance.

B. Duration of Administrative Leave With Pay will generally be no longer than 30 days unless extended by the Sheriff for reasons including but not limited to:

1. Pending investigation findings or analysis of evidence.
 2. Review or development of appropriate actions or corrective actions to be taken.
 3. Pending Fit for Duty or other evaluations as needed.
 4. Special assignment needs.
- 16.2.3 Administrative Leave Without Pay - See Weber County Personnel Policies and Procedures Manual, Chapter 4.
- 16.2.4 Accrual Rates for Leave - See Weber County Personnel Policies and Procedures Manual, Chapter 4.
- 16.2.5 Other Leave Times are as follows and will be co-ordinated through the employees immediate supervisor;
- A. Holiday leave - See Weber County Personnel Policies and Procedures Manual, Chapter 4.
 - B. Vacation Leave - See Weber County Personnel Policies and Procedures Manual, Chapter 4. Leave is accrued dependent upon seniority with Weber County.
 - C. Sick Leave - See Weber County Personnel Policies and Procedures Manual, Chapter 4.
 - D. Military Leave - See Weber County Personnel Policies and Procedures Manual, Chapter 4. Not to exceed fifteen scheduled working days in any one calendar year.
 - E. Jury Duty / Court Witness - See Weber County Personnel Policies and Procedures Manual, Chapter 4.
 - F. Funeral Leave - See Weber County Personnel Policies and Procedures Manual, Chapter 4.
 - G. Maternity Leave/Family and Medical Leave - See Weber County Personnel Policies and Procedures Manual, Chapter 4. Accrued paid leave, (either sick or vacation), may be used.