



**Policy and Procedures Manual**  
**Application: All Full Time Personnel**  
**Section A8.4 Disciplinary Leave**

**A 8.4 DISCIPLINARY LEAVE**

Suspension with or without pay may be recommended by the supervisor to the Vice President for serious alleged incidents pending an inquiry into the alleged behavior. An employee may be placed on a disciplinary leave of absence, with or without pay, when in the best interest of the University. A letter will be given to the employee by his/her supervisor stating the reason for and any conditions applied to the suspension.

Immediate suspension may be necessary when circumstances make the employee's presence dangerous to the employee or others, or when circumstances seriously impair the employee's effectiveness on the job.

After the inquiry is complete and an outcome is determined, an appropriate decision and/or decisions will be made regarding the suspended employee's future status.