

## MOHAVE COUNTY SUPERIOR COURT POLICY AND PROCEDURE

TITLE: 8.6 ADMINISTRATIVE LEAVE WITH PAY

EFFECTIVE DATE: 02/09/2017

REVISED DATE:

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Employees may be placed on Administrative Leave with Pay under the following circumstances:

- A. Emergency situation. At the request of the Department Head and approved by the Presiding Judge, or designee, an employee may be granted administrative leave with pay when emergency situations exist such as extreme weather conditions, fire, flood or malfunction of publicly owned or controlled machinery or buildings, making it hazardous or impossible for the employee to get to or perform at their workstation (providing alternate work or workstation has not been designated). Employees in essential operations may be required to work on a day or days when facilities are closed as provided for under this Policy. Employees who work under these circumstances shall receive regular pay. The department shall notify Superior Court Human Resources at time of leave.
- B. Non-disciplinary leaves with pay may be given to an employee by the Department Head and with the approval of the Presiding Judge under the following circumstances:
  1. Where an employee is charged with a felony or other crime involving moral turpitude.
  2. Where it is deemed in the best interests of the Superior Court while an inquiry is being made into the conduct of the employee or the employee's continued suitability for employment.
  3. In cases which may include, but are not limited to, matters involving alleged criminal activities or serious breaches or deficiencies in job related conduct or performance, and serious breaches of non-job related conduct.
  4. Other circumstances deemed in the best interest of the Superior Court by the Department Head and the Presiding Judge.
- C. Notification to the employee shall be made either personally or by certified mailing. Such written notice shall contain the facts or circumstances giving rise to the proposed action, including the dates of any oral or written warnings issued (if any), the effective date and duration (number of days) of the proposed action.
- D. An employee placed on administrative leave may remain on such leave until one of the following instances occurs:
  1. An inquiry or investigation is completed and other action is taken.
  2. The employee is acquitted of any criminal charges against them.
  3. The charges against such employee are dismissed.
  4. The employee is otherwise exonerated.
  5. Other action is taken by the Superior Court.