

Example

Unpaid Administrative Leave Letter

Date

Employee name
Employee address

Dear [Employee name]:

I have been informed of the allegations filed against you with the _____ Court. This letter is to notify you that you have been placed on administrative leave without pay effective immediately. You will be on administrative leave without pay pending a fact-finding investigation to be conducted by the Office of Human Resources. You will be contacted by (Employee and Labor Relations Consultant or investigator) to schedule a time to meet with you to discuss the allegations. Upon conclusion, (consultant or investigator's name) will inform you of the outcome of the investigation and next steps.

Pending the results of the investigation, I request that you immediately return any and all university property and keys currently in your possession. You can make arrangements to deliver university property by contacting _____ at _____. You must obtain permission from your contact person to be on Ohio State campus while on administrative leave unless you have a prearranged meeting with Ohio State EAP or a medical appointment.

You are expected to not delete any emails, documents and/or materials produced during your tenure as an Ohio State employee. Please know that your access to university computers has been removed until further notice.

Please feel free to contact me if you have any questions or concerns.

Sincerely,

Dean or Vice President
The Ohio State University

Note: Items appearing in bold are required in the letter



THE OHIO STATE UNIVERSITY
HUMAN RESOURCES

