**Sample Letter Placing an Employee on Pre-Disciplinary Leave**

**Pending *Standards of Conduct* Investigation**

**NOTE:**

* Insert on department letterhead.
* Insert information where appropriate (see highlighting)
* Remove all highlighting (and associated text as appropriate)
* Please consult with Human Resources prior to issuance.

[date]

Dear [EMPLOYEE NAME]:

This letter is to inform you that you are being placed on pre-disciplinary leave with pay pending an administrative investigation into the incident described below.  The pre-disciplinary leave will begin [date] and will continue until the investigation has concluded and a determination regarding disciplinary action has been reached.

On [date], [describe incident/behavior/event]. [College/Department] is considering taking disciplinary action for violations of[cite appropriate policy, i.e. the *Standards of Conduct Policy 1.60]*.

During the course of the investigation, you are not to return to the [college/department/worksite] for any reason. You shall not initiate any contact with [college/department/worksite] staff regarding work-related issues unless requested to do so as part of the investigation. At an appropriate time you will be afforded an opportunity to explain the incident, after which a determination will be made regarding any disciplinary action that may be taken.

Although you are not to come to work during the period of pre-disciplinary leave, you must remain available to assist with the investigation. You will be contacted if we have questions, to arrange an interview, and or when the investigation has concluded.

You must provide [name] with a telephone number where you can be reached on weekdays during regular business hours and you must be able to return to work immediately if asked to do so unless you have received approval from [name] to be on leave. Failure to be available on request at this time may result in disciplinary action up to and including termination of employment.

For additional information on this process and explanation of your rights during the period of pre-disciplinary leave, please contact the Division of Human Resources at 540-231-9331.

Sincerely,

[Name]

[Title]

cc: Specify others in chain of command with title