

ADMINISTRATIVE LEAVE LETTER

DISTRICT LETTERHEAD

[Date]

[Name of Employee]

[Address]

Re: Administrative Leave Notice

Dear _____:

Effective immediately, you are being placed on paid administrative leave pending an investigation into an incident that took place where you allegedly violated [Title IX of the Education Amendments of 1972 and Board Policy FFH and/or DIA pertaining to sex-based discrimination/Board Policy DIA pertaining to discrimination]. The purpose of this leave is to give the District an opportunity to investigate these issues with minimal disruption to the workplace and to consider if disciplinary action, up to and including termination, may be appropriate.

While on administrative leave, you may not come to the workplace, perform any work, or access work email or systems. During the period of this administrative leave, you are required to remain available during the hours 8 a.m. to 5 p.m. Monday through Friday so that you can meet with [insert name of Coordinator] or with others involved in this investigation, if instructed to do so. Please note that you may be required to attend these meetings on short notice.

Failure to meet these requirements could result in disciplinary action, up to and including termination.

Sincerely,

[Name]

Superintendent (or other administrator authorized under board policy to place individuals on administrative leave. See DFAA and DFBA(LOCAL).)

cc: Coordinator

