



SVP- UHR Authorization for Paid Administrative Leave (PAL)

This form is used to request SVP-UHR approval for placing an employee on a paid administrative leave. Administrative leave may be granted under specific circumstances. All requests must be submitted in advance, except in emergency situations, and are subject to approval based on university guidelines.

Employee Name:

Employee Department/Unit/School:

Requestor Name, Department and Title:

Supervisor or Department Head Name and Title (if different than requestor):

Proposed Leave Start Date:

Proposed Leave End Date:

Paid Administrative Leave Requested:

- Pending the outcome of a Workplace Investigation
(specify investigation type and office conducting investigation)

- Pending Fitness for Duty Evaluation (specify Fitness for Duty scheduled date)

- Pending completion of disciplinary process



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Extension of an existing Paid Administrative Leave (detail rationale for extension below)

Other (specify below)

Please detail the circumstances requesting Paid administrative leave:
(please include date and location of the incident and other parties involved – if applicable)

SVP-UHR Authorization:

Approved as Submitted

Approved with the following modifications:

Referred to:



RUTGERS

University Human Resources

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The Paid Administrative Leave request cannot be supported for the reason:

Additional Information Required:

Approvals:

Requestor

SVP-UHR