

Contents of an Administrative Leave Letter (Paid or Unpaid)

1. Intro-reference date employee advised of allegation/complaint, indicating that the employer has an obligation to investigate concerns of this nature.
2. Indicate that based on the initial assessment the employer has made, the employer placed (is placing) you on a Paid Administrative Leave pending the out of an investigation.
3. If employee is currently on or scheduled to take vacation, indicate that the employee will be placed on Paid Administrative Leave upon their return from vacation.
4. Indicate specific date or that a further meeting will be arranged where the employee may be required to answer more questions and their ability to have union representation at the meeting.
5. Describe the availability of EAP services.