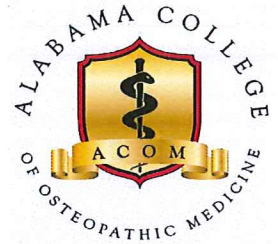


Alabama College of Osteopathic Medicine



Title: ADMINISTRATIVE LEAVE

Effective Date: 6/16/2011

Revision Date:

Review Date: 6/11, 7/14

Policy & Procedure

POLICY

It is the policy of the Alabama College of Osteopathic Medicine to provide a system whereby employees may be placed on Administrative Leave under certain special circumstances.

PURPOSE


The purpose of this policy is to define the procedures for taking Administrative Leave.

PROCEDURE

It is the policy of ACOM to provide a system whereby employees may be placed on Administrative Leave under certain special circumstances. This will allow the employee to be paid, but not be required to actually work, during the time he/she is on Administrative Leave. Administrative Leave decisions may be made by the appropriate Department Head and Administrative Contact of the Vice President of Human Resources.

APPROVAL


 Approval - Chief Academic Officer


 Approval Date


 Approval - Chief Executive Officer

24 FEB 15
 Approval Date

Approval - Board of Directors

Approval Date