

Example

Paid Administrative Leave Letter

Date

Employee name
Employee address

Dear [Employee name]:

This letter is to notify you that you are being placed on administrative leave with pay effective immediately. You will be on administrative leave with pay pending a fact-finding investigation to be conducted by the Office of Human Resources. You will be contacted once this investigation is completed.

Pending this investigation, I request that you immediately return any and all university property and keys currently in your possession. You can make arrangements to deliver university property by contacting _____. You must obtain permission from your SHRP or designee to be on Ohio State campus while on administrative leave unless you have a prearranged meeting with the Ohio State Employee Assistance Program or a medical appointment.

We know this can be a difficult time and encourage you to contact the The Ohio State Employee Assistance Program at 614-292-4472 or 800-678-6265.

Please feel free to contact me if you have any questions or concerns.

Sincerely,

Name
Title

Note: Items appearing in bold are required in the letter



THE OHIO STATE UNIVERSITY
HUMAN RESOURCES

