



**Employee Policies BP 09-09**  
**Board Policy: Administrative Leave**

The Board authorizes its Superintendent/CEO or designee to place employees on paid or unpaid administrative leave consistent with any Gateway Community Charters (“GCC”) policy or legal requirements.

Administrative leave is a leave of absence initiated to manage special circumstances where it is in GCC’s best interest to retain the employment relationship for a period of time to be determined by GCC.

Although the Superintendent/CEO or designee may initiate an administrative leave of absence, such leave of absence shall be ratified by the GCC Board within a reasonable period of time under the circumstances.

Administrative leave for investigative/review purposes shall not be given for a pre-determined length of time but shall be in effect to allow GCC to conclude any internal investigation/review.

GCC may also utilize the provisions of Education Code Section 44940, 44940.5 or 45304 for paid or unpaid administrative leaves when GCC employees are charged with a criminal offense.

Most commonly, when an employee is placed on administrative leave, he or she will be directed to not be at work and to remain available to GCC during regular working hours in the event information or assistance is needed by the employee. GCC also retains the right to reassign an individual on administrative leave to a temporary assignment.

All GCC employment is “at will” which means that employment may be terminated at the option of the employee or GCC at any time, with or without cause. In this regard, an administrative leave carries no promise of reinstatement of future employment and GCC specifically reserves the right to terminate the employee while he or she is on leave or upon the employee’s return for any reason or no reason.

Nothing in this policy is intended to alter or alters the at will employment agreement.