**Paid Administrative Leave Policy Sample (This can be back dated to when the epidemic began or emerged in the community)**

Paid Administrative Leave - In certain extraordinary circumstances i.e. natural disaster, pandemic health crisis, fire, flood or other environmental situation making it impossible to remain on site, it may be necessary for our office and/or facilities to close and some or all staff may be required to remain home. It may also create personal conditions that require staff to take time away from work that they would normally not need to take.

In these circumstances, The Executive Director, or their designee, may decide to pay all staff their usual salary and continue any applicable benefits, including leave accrual, through the duration of the extraordinary circumstance. This will be clearly communicated in writing to staff from the Executive Director or their designee. Paid Administrative Leave days are not accrued, will not be paid out upon termination of employment, and will not be carried over from year to year.  If the office is closed during an employee’s previously-scheduled PTO or holiday leave, the time off must still be charged to the employee’s leave balance.

The use of Paid Administrative Leave is solely the decision of the Executive Director and will be used only under the provisions that the organization cannot offer work on-site, through its telecommuting policy or employees are otherwise prevented from working their full hours due to personal impact of the circumstances.

And this is the clear communication that we would use to communicate with the staff:

*Due to the extraordinary nature of this situation, we are suspending our normal leave policy and implementing the use of Administrative Leave as follows:  No one will have to draw down their paid sick leave or vacation balances when they take leave for reasons tied to the COVID-19 pandemic, which is any time away that they would not you would not have to take otherwise.  Staff will continue to accrue sick and annual leave as they normally would.  If you take time off for non-pandemic reasons, you should request and draw down your leave as usual.*

Links to Guidance that Support This:

Here’s the link to the Uniform Grant Guidance (UGG), 2 CFR 200 that covers VAWA and VOCA funding.

<https://ecfr.io/Title-02/cfr200_main>

FVPSA has duplicate UGG language but it’s cited in 45 CFR 75.

<https://ecfr.io/Title-45/cfr75_main>

These sections address leave benefits which are covered under Compensation – Fringe Benefits as follows (as noted above, both sections have the same language):

## VAWA/VOCA: §200.431   Compensation—fringe benefits: <https://ecfr.io/Title-02/se2.1.200_1431>

FVPSA:  §75.431   Compensation—fringe benefits**:** <https://ecfr.io/Title-45/se45.1.75_1431>