Department of Administrative Services

Enterprise Human Resource Services

155 Cottage Street NE, U30

Salem, OR 97301

FAX: (503) 378-6879

February 20, 2015

Name

Address

RE: paid Administrative Leave

Dear \_\_\_\_\_\_\_\_\_\_\_,

This letter formally serves notice that you have been placed on duty station at home from the (agency name) pending an investigation and effective upon receipt.

Your address on record is specified above and the telephone number on record in the Human Resource office is 503-xxx-xxxx. Please verify and advise Human Resources if this telephone number and/or address is correct and provide the correct telephone number and/or address for the record if it is not.

While duty stationed at home you are directed to:

1. Stay at home during these scheduled working hours from 8:00 a.m. to noon and from 1:00 p.m. to 5:00 p.m., Monday through Friday;
2. Be available to be contacted by your manager, designee or Human Resources during your scheduled working hours;
3. Seek approval from your supervisor of absences from your home during your scheduled working hour;
4. Do not enter your workplace and any other (agency name) facility until further notice;
5. Keep me informed of any change of address or new telephone number where you may be reached during your scheduled working hours.
6. Not make any inquiries into these matters of any staff member regardless of the setting. This includes any member of your management team or any employees.
7. Not direct or suggest that anyone else make inquiries into these matters.
8. Not engage or cause anyone to engage in any behavior or action that may be perceived as retaliatory against anyone who may have been involved in reporting this issue.

You are expected to fully cooperate with the agency during this investigation.

Respectfully,

Human Resources Director

Agency Human Resources Office

Cc: Personnel File