

**AN ORDINANCE AMENDING CHAPTER 4 OF THE CARRBORO  
TOWN CODE TO ADD ADMINISTRATIVE LEAVE**

THE COUNCIL OF THE TOWN OF CARRBORO ORDAINS:

Section 1: Article VII of Chapter 4 of the Carrboro Town Code is amended by adding sections **4-67.A** Paid Administrative Leave and **4-67.B** Unpaid Administrative Leave.

**Section **4-67.A**      Paid Administrative Leave**

Effective \_\_\_\_\_, 2022, permanent and temporary employees may be placed on Paid Administrative Leave at the discretion of Department Heads and/or the Town Manager. Reasons for paid administrative leave may include, but are not limited to, states of emergencies, employee participation in volunteer events that further the mission of the Town, blood donations, evaluations by a professional to determine fitness for duty, investigations related to the performance or actions of an employee, and/or disciplinary actions. While on paid administrative leave, all benefits and leave accruals will continue uninterrupted.

Department Heads shall notify Human Resources if paid administrative leave is under consideration. Human Resources shall notify the Town Manager before a determination is made. Once a determination is made, Department Heads should submit a Personnel Transaction Notice (PTN) to Human Resources with the effective date of the leave and the length of leave requested. Paid administrative leave should not exceed thirty (30) days.

**Section **4-67.B**      Unpaid Administrative Leave**

Effective December 1, 2021, permanent and temporary employees may be placed on Unpaid Administrative Leave at the discretion of Department Heads and/or the Town Manager. Reasons for unpaid administrative leave may include, but are not limited to, investigations related to the performance or actions of an employee, disciplinary action, and/or removal of the employee from the worksite for the safety or health of the organization. Unpaid administrative leave should be used as a temporary measure and should not exceed thirty (30) days. While on unpaid administrative leave, employees are responsible for remitting their share of any voluntary payroll deductions to the Town so that insurance benefits may continue; leave accruals will be halted.

Department Heads shall notify Human Resources if unpaid administrative leave is under consideration. Human Resources shall notify the Town Manager before a determination is made. Once a determination is made, Department Heads should submit a Personnel Transaction Notice (PTN) to Human Resources with the effective date of the leave and the length of leave requested.

Section 2. All provisions of any Town ordinance in conflict with this ordinance are repealed.

Section 3. This ordinance shall become effective upon adoption.

The foregoing ordinance, having been submitted to a vote, received the following vote and was duly adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

Ayes: \_\_\_\_\_

Noes: \_\_\_\_\_

Absent or Excused: \_\_\_\_\_