



# County Technical Assistance Service

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## Administrative Leave without Pay

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Dear Reader:

The following document was created from the CTAS electronic library known as e-Li. This online library is maintained daily by CTAS staff and seeks to represent the most current information regarding issues relative to Tennessee county government.

We hope this information will be useful to you; reference to it will assist you with many of the questions that will arise in your tenure with county government. However, the *Tennessee Code Annotated* and other relevant laws or regulations should always be consulted before any action is taken based upon the contents of this document.

Please feel free to contact us if you have questions or comments regarding this information or any other e-Li material.

Sincerely,

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## Table of Contents

Administrative Leave without Pay .....	3
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## Administrative Leave without Pay

**Reference Number:** CTAS-1010

Circumstances can arise when an employee needs to take time off work but has no available paid leave time, and the employer may want to allow the employee to miss work but the employer does not want to grant paid leave during the absence. In these instances, the employer may want to adopt a policy providing for administrative leave without pay. During leave without pay, the employee normally would not accrue sick leave, vacation or other benefits. A limit should be placed on the length of time that an employee could be absent from work under this type of leave. This type of leave is not required by law. If it is used, however, it should be granted in a non-discriminatory manner.

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