

## **NMSU Paid Administrative Leave Guidelines- Faculty**

In accordance with NMSU ARP 10.50, Part 7 (Administrative Leave), a faculty member placed on administrative leave shall remain available for communications from NMSU, and otherwise be ready to report to work upon request. If the faculty member has a need to be absent during a period of administrative leave, the faculty member shall obtain the appropriate approval.

You are expected to observe these additional guidelines as follows:

- Return all NMSU property/equipment (building/office keys, laptop, etc.) to the Office of HR Employee & Labor Relations;
- Do not access your office without authorization from your department head or dean; if access is required, please contact your immediate supervisor.
- Do not contact employees in your department or make contact with students in person or writing;
- Provide current contact information (phone, e-mail, and address);
- Remain available by phone and/or e-mail during normal business hours (M-F, 8:00AM to 5:00 PM);
- Remain available to meet in-person and/or report for duty if required;
- Refrain from conducting business on behalf of NMSU or in representing NMSU in any capacity.

While on administrative leave you will continue to have access to all services and benefits currently afforded to you as an NMSU employee, including access to Human Resource Services and Employee Assistance Program.

If you have questions in general, please contact HR, Employee & Labor Relations at 575-646-2449 or [elr@nmsu.edu](mailto:elr@nmsu.edu).

I acknowledge that the guidelines of administrative leave were discussed with me and that I have been provided a copy for my records.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

copy: Office of People Relations

Of