

## Investigative Leave Policy

Purpose  
Policy  
Scope  
I. Authorization

II. Pay and Benefits  
IV. Duration  
V. Employee Responsibilities  
VI. Employee Notice

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**Purpose:** This policy addresses investigative leave without pay for employees undergoing work related investigations.

**Policy:** Investigative leave is utilized only when a work-related investigation must be conducted and an employee's presence would influence the outcome. Any employee allegedly committing an act which would preclude them from meeting employment eligibility including required Licenses, the Tribal Fidelity Bond, or Background Investigation requirements shall be subject to investigative leave without pay.

**Scope:** Investigative leave does not apply to investigations regarding appeals of disciplinary actions or to complaint investigations.

**Standard Procedures:**

### I. Authorization

A. This leave is used only with prior approval of the employee's chain of command to their Division Director, and the HRD Manager.

B. Management may authorize alternative work assignments whenever possible, in lieu of investigative leave, if the alleged action does not preclude the employee from working elsewhere in the organization.

### II. Pay and Benefits

A. Paid leaves shall not be authorized in accordance with Blue Book Section IV.D.3-4, the Oneida Gaming Ordinance, and Resolution #BC-4-5-95-D.

B. Investigative Leaves include no wages or benefits.

### IV. Duration

A. This leave ends upon employment termination or when the investigation is completed as officially documented by the official investigative body. This includes, but is not limited to Police Departments, District Attorneys, Oneida Security, HRD Background Investigations, and the Oneida Gaming Commission.

### V. Employee Responsibilities:

A. Employees shall not report to work or the worksite without prior supervisory approval.

B. All employment policies, including prohibited gaming activities, remain in effect while the employee is on leave.

C. Employees shall provide all information and documentation helpful to the investigation.

D. Employees shall keep all information confidential, and discuss the investigation only with those having a legitimate need to know.

### VI. Employee Notice shall include:

- A. The allegation being investigated.
- B. Unpaid status.
- C. Expected length of investigation.
- D. Phone number, name of contact in case of questions.
- E. Return to work procedures

*End.*

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