

Local Procedure 63: Investigatory Leave

Responsible Officer:	UCOP Chief Human Resources Officer
Effective Date:	5/5/2025
Scope:	<p>Professional & Support Staff, Managers & Senior Professionals, and Senior Management Group Members</p> <p>Employees represented by a union should consult their applicable collective bargaining agreement. Policy-covered academic appointees should consult the Academic Personnel Manual.</p> <p>UCOP local procedures apply only to UCOP employees. Employees at other UC locations should consult their respective local procedures.</p>
Contact:	UCOP Local HR Procedure

I. PROCEDURE SUMMARY

This procedure provides requirements for implementation of the systemwide [Personnel Policies for Staff Members \(PPSM\) 63: Investigatory Leave](#) for local University of California Office of the President (UCOP) employees.

II. PROCEDURE TEXT

A. Consultation

Before placing an employee on investigatory leave, managers/supervisors must consult with the department's [Human Resources Business Partner](#).

The HR Business Partner will discuss whether the investigatory leave is appropriate with the [HRBP Director](#). Recommendation will then be reviewed with the [Chief Human Resources Officer](#) of UCOP Local HR.

B. Length

The length of time an employee is placed on investigatory leave will vary depending on several factors, but it is primarily based on the amount of time it takes to fully investigate the charges. Such leaves may be extended by written notice to the employee.

The HRBP will advise the employee placed on investigatory leave of their status and the anticipated date when their leave will be concluded. If additional time to investigate is required, the HR Business Partner may extend the leave with written notice to the employee.

III. COMPLIANCE/RESPONSIBILITIES

A. Implementation of the Procedure

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The [Chief Human Resources Officer \(CHRO\) of UCOP Local Human Resources \(HR\)](#) is the Responsible Officer for this procedure and has the authority, in consultation with the appropriate UCOP leadership, to implement the procedure. The Responsible Officer may develop other supplementary information to support the implementation of this procedure.

These procedures apply to all units under the jurisdiction of UCOP, including UCPath.

B. Revisions to the Procedure

UC local procedures supplement [systemwide Presidential policies](#). When a systemwide policy is updated, the corresponding local procedure will be updated accordingly.

The CHRO of UCOP Local HR has the authority to initiate revisions to the procedure and ensure that procedures are regularly reviewed and updated, consistent with other UC policies, procedures, and applicable law.

C. Approval of Actions

All actions applicable to employees covered by this procedure that exceed this procedure (i.e. exceptions) must be approved by the CHRO of UCOP Local HR, consistent with the requirements of the applicable systemwide policy. Requests for exceptions to the applicable systemwide policy must be made to the officer described in that policy.

D. Compliance with the Procedure and Applicable Systemwide Policy

If there is a conflict between a local procedure and a systemwide policy, the content of the systemwide policy governs. Individual departments may maintain documented processes applicable to their internal operations or activities, but those processes may not conflict with this procedure or the applicable systemwide policy.

The CHRO of UCOP Local HR is responsible for the administration of this procedure.

IV. RELATED INFORMATION

- [PPSM-63](#): Investigatory Leave (referenced in Section I)
- PPSM [62](#), [63](#), and [64](#) (referenced in Section III.E)
- [PPSM-22](#): Probationary Period
- [PPSM-62](#): Corrective Action
- [PPSM-64](#): Termination and Job Abandonment
- [Sexual Violence and Sexual Harassment](#)
- [Anti-Discrimination](#)

V. REVISION HISTORY

May 5, 2025: Revisions made to:

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- Streamline and clarify the information provided
- Eliminate redundancy
- Reorganize content
- Update web links and office titles
- Ensure compliance with Web Content Accessibility Guidelines (WCAG) 2.0

August 1, 2007: Initial issuance of procedure