



DEPARTMENT OF MANAGEMENT SERVICES
DIVISION OF HUMAN RESOURCE MANAGEMENT ADVISORY

STATE PERSONNEL SYSTEM

ADVISORY: HRMA #2017-018

DATE: December 4, 2017

SUBJECT: Providing Notice of Administrative Leave for Formal Investigations

STATUTES/RULES/REGULATIONS/LAWS:

Rule 60L-34.0071, Florida Administrative Code (F.A.C.), Administrative Leave

FORMS: N/A

ADDITIONAL REFERENCE MATERIALS:

[Rule Interpretation 60L-34-2011-#003: Administrative Leave for Formal Investigations](#)

Dear Colleagues,

As a reminder, Rule 60L-34.0071(3)(f), F.A.C., requires that if an agency places an employee on administrative leave (Hours Type 0046) during a formal investigation for violation of a rule or statute which could result in dismissal, the agency shall report in writing to the Department of Management Services (DMS) that it granted the administrative leave. In order to facilitate the submission of these agency notifications, DMS created the following email address for agencies to use when submitting the required notices: admin.leave.investigations@dms.myflorida.com. This email account automatically distributes the emails received from agencies to the appropriate individuals at DMS Division of Human Resource Management who review the correspondence. This eliminates the need to copy any DMS staff in the email. The notification may be included directly in the body of the email or as an attached document noting the full name of the employee, agency name, and the initial effective date of the administrative leave.

Additional guidance about administering formal investigations can be found in the Rule Interpretation on *Administrative Leave for Formal Investigations* at the link above.

If you have any questions, please contact John Apthorp at 850-922-1274 or email at john.apthorp@dms.myflorida.com.

PREPARER'S INITIALS: JA/MG

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