

SAMPLE

THE NAVAJO NATION
PERSONNEL ACTION FORM

Employee Position I.D. No.

DPM USE ONLY

Form with fields for Employment Notice (Change Notice selected), Effective Date (October 1, 2021), Employee Name (Yazzie, John Doe), Social Security Number (000-00-0000), Division (DHR/Department of Personnel Management), Department Number (600), Position Title (Office Specialist), Class Code (1366), and Remarks (End of Administrative Leave with Pay).

Type of Action: End of Administrative Leave

Notice Type: Change

Pursuant to the Navajo Nation Personnel Policies Manual ("NNPPM"), X.B.3.c.1, Administrative Leave - Investigations, b. If the investigation is completed before the expiration of the administrative leave, the supervisor shall end the administrative leave and inform the employee he or she will return to work. c. After the investigation is completed, if a supervisor believes disciplinary action is necessary, he or she shall discipline the employee under Section XIII. and XV. of this Manual. As best practice, programs should submit the End of Administrative Leave PAF at the same time as the Start of Administrative Leave PAF to avoid any delays in processing, granted that an extension is not requested.

PAF REQUIREMENTS

- Employee's Signature is preferred but not required. If the employee is unavailable, the PAF must state "Unavailable for Signature"
Department Acceptance Signature & Date
Effective date shall the last day of the administrative leave period

OTHER REQUIREMENTS

- If the position is funded by an external contract and/or grant, prior verification from the Contract Accounting Section with the Office of the Controller is required.