

SAMPLE

THE NAVAJO NATION
PERSONNEL ACTION FORM

Employee Position I.D. No.

DPM USE ONLY

Form containing fields for Employment Notice (Change Notice selected), Effective Date (October 1, 2021), Employee Name (Doe, John Yazzie), Social Security Number (000-00-0000), Division (DHR / Department of Personnel Management), Department Number (022), Business Unit Number (000000.0000), Position Title (Administrative Assistant), Class Code (1260), and Remarks (Start of Administrative Leave with Pay, Not to Exceed: mm/dd/yyyy).

Type of Action: Start of Administrative Leave with Pay (Investigatory Purposes) Notice Type: Change

Pursuant to the Navajo Nation Personnel Policies Manual ("NNPPM"), X.B.3.(c). A Program Manager may place an employee on administrative leave with pay to investigate alleged misconduct sufficiently serious to bar an employee from the workplace to protect persons or Nation resources. Such leave may not exceed five consecutive working days unless extended. The supervisor shall give written notice of the administrative leave to the employee. Upon receipt of the written notice, the employee shall be required to leave the workplace immediately and surrender keys, computers, work cell phones and other government property. The employee shall provide a contact phone number and be available during the leave to provide information relevant to the investigation.

ATTACHMENTS & SUPPORTING DOCUMENTS

- Written Notice to the employee of their placement on administrative leave; the notice shall include the following:
a. Reasons for the administrative leave, including the specific misconduct the employee is alleged to have committed
b. Number of days the employee will be on leave
c. Employee's Acknowledgement of Receipt

PAF REQUIREMENTS

- Employee's Signature is preferred but not required. If the employee refuses to sign or is unavailable, the PAF must state either "Refused to Sign" or "Unavailable for Signature".
Department Acceptance Signature & Date
Not to Exceed Date
Shall not exceed (5) consecutive working days

OTHER REQUIREMENTS

- If the position is externally funded by a contract/grant, prior verification from Contract Accounting/OOC is required.