**Instructions**

DAS administrative rule 11—60.2(1) “*a*” provides that an employee may be placed on administrative leave with pay for up to twenty-one (21) calendar days pending the completion of an administrative investigation. This rule further requires that any extension(s) beyond twenty-one (21) calendar days must be approved by DAS. In order to request an administrative leave extension, an agency must fully complete this form and provide requisite supporting documentation. If you have any questions regarding this form, please contact your assigned personnel officer. **Please submit this form and supporting documentation to hre-lrt.coordinator@iowa.gov.**

| **Agency:** |       |
| --- | --- |

| **Agency Contact:** |       |
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| **Agency’s E-Mail Address:** |       |
| --- | --- |

| **Name of Employee:** |       |
| --- | --- |

***Attach to this form the administrative leave letter issued to the employee and other documentation supporting the extension request, if any. The explanation below must contain (1) the date the administrative leave will expire without an extension, (2) the reason the extension is being requested, and (3) the length of extension the agency is requesting.***

**Explanation for Extension:**

|  |
| --- |
|        |

| **Agency Designee Signature:** |  | **Date:** |       |
| --- | --- | --- | --- |

*[For DAS use only below this line]*

**Decision:**

|     | **Granted** |
| --- | --- |
|     | **Denied** |

| **DAS Director (or Designee):** |       | **Date:** |       |
| --- | --- | --- | --- |

| **Comments:** |        |
| --- | --- |

cc**:** Personnel Officer

Organizational Performance Bureau Chief

DAS-HRE COO

DAS Director