**{Insert Institution and Department}**

**Memorandum**

To: {Insert Name}

 {Insert Title}

From: {Insert Chief's Name}

 Chief of Police

RE Administrative Leave with Pay: Psychological Fitness for Duty Examination

Date: {Insert Date}

This memorandum is to advise you that you are placed on administrative leave from work, with pay, effective immediately and pending your completion of a psychological fitness for duty examination. See Office of the Director of Police-The University of Texas System Police; Policy 212 Code of Conduct, IV General Duties, D. Performance Prohibitions 1(c) (regarding fitness for duty). Paid leave is not unconditional. The doctor approved for the required evaluation is as follows:

{Insert Doctor's Name}

{Insert Doctor's Address}

{Insert Doctor's City, State Zip}

{Insert Doctor's Phone}

Your appointment with {Insert Doctor's Name} is being scheduled. The date and time of the appointment will be provided to you once confirmed.

Meanwhile, please note the availability of the “Employee Assistance Program” to all university employees, including you. Information about this resource is available here:

{Insert EAP website link}

According to this web address, assistance through the program is available “24 hours a day” and “365 days a year” at: {Insert EAP Telephone}

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chief of Police Signature

Received at \_\_\_\_\_\_\_\_\_am/pm on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 time date

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Employee Signature