**55:09:04:13.  Administrative leave.** Administrative leave shall be granted in the following situations, allowing an employee to receive compensation for the hours that the employee would normally have worked with no loss of leave:

 (1)  An office is closed by a department secretary, bureau commissioner, institutional administrator, or the Governor;

 (2)  An employee is a member of a volunteer fire department, reserve law enforcement unit, emergency search and rescue squad, or ambulance service and is called to emergency duty during working hours;

 (3)  An investigation of charges made against an employee upon which disciplinary action could be taken; and

 (4)  For any other purpose that has been requested in writing and approved by the commissioner.

 An appointing authority shall inform the commissioner of any office closing.

 **Source:** 39 SDR 99, effective December 3, 2012.

 **General Authority:** SDCL 3-6C-18.

 **Law Implemented:** SDCL 3-6C-18.