- 2. Management or Investigator communicates the decision to the employee upon placement on Investigative Leave using the Investigative Leave Memo.
- 3. Management or Investigator collects the employee's WSU ID, keys, and other University property or information as deemed appropriate.
- 4. Management, Investigator, or HR notifies appropriate departments to disable access including, but not limited to, computer, network, and badge/door access.