

410-14 EMERGENCY COLLEGE CLOSURE LEAVE-PROCEDURE

1. PURPOSE

The purpose of emergency leave is to allow the President the ability to grant temporary leave to eligible employees due to a natural disaster, inclement weather or other reasons which may restrict or jeopardize the employee's safety.

2. PROCEDURE

1. Eligibility

All employees are eligible.

2. Scope of Benefit

Emergency leave is determined on a site by site basis. The President or designee in conjunction with site coordinators will determine the need to suspend operations at site locations.

During a College closure, emergency and essential staff may be required to report for work. Any employee required to work during a College closure, will be awarded time off or receive pay that is equal to the time worked during the closure. The scheduling of time-off or pay will be determined by the supervisor. Non-exempt employees who earn overtime will be compensated based on FLSA regulations.

In the event of a College closure, benefit eligible employees will be paid at their regular rate of pay. Part-time employees will be paid for those hours they were scheduled to work during the time when the closure occurred. Employees on approved PTO, SLR, or sick leave for full-time faculty will not be granted emergency leave.

3. Employee Notification/Responsibility

Employees are responsible to listen or watch local media (TV, radio, Internet, newspaper, etc.) in order to learn of a College closure.

Unless otherwise directed, employees are not to report to work during a College or site closure.

3. BACKGROUND

1. References: none
2. Revision history: 09/1997, 07/01/2001, 10/14/2009
3. Legal review: none
4. Sponsor: Human Resources

Adopted by College Council: 10/14/2009