

## **410-14 EMERGENCY COLLEGE CLOSURE LEAVE – PROCEDURAL GUIDELINE**

### **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. LESS THAN FULL DAY CLOSURE: NON-ESSENTIAL STAFF**

- a. The intent of a late start or early close is to ensure employee safety.
- b. Non-essential employees who work during the closure hours are not eligible for emergency leave for any overlapping time. These hours are available only during the specified time of the emergency closure and reported hours replace emergency leave.
- c. Employees who work from home are expected to get advance approval from their supervisor before starting work. They will not be eligible for emergency leave for the hours they worked from home.
- d. Benefit eligible employees who chose not to come to work at all on a day with partial emergency leave, or who are not scheduled to work, are not eligible for emergency leave and must use PTO for the full day.
- e. Non-benefit eligible employees are only authorized for emergency leave for those hours they were scheduled to work.
- f. Non-essential employees are eligible for emergency leave up to their weekly scheduled hours and emergency leave should never cause a comp time accrual for the week.
- g. Due to Federal guidelines, Federal work study and student workers are not eligible for emergency leave.

### **3. FULL DAY CLOSURE: NON-ESSENTIAL STAFF**

- a. The intent of a closure day is to ensure employee safety.
- b. Non-essential employees who work hours during a closure day are not eligible for emergency leave for any overlapping time. These hours are available only during the specified time of the emergency closure and reported hours replace emergency leave.
- c. Employees who work from home are expected to get advance approval from their supervisor before starting work. They will not be eligible for emergency leave for the hours they worked from home.
- d. Benefit eligible employees who were not scheduled to work, either due to a prior PTO request for the day or being a less than full-time employee, are not eligible for emergency leave and must use PTO as planned.
- e. Non-benefit eligible employees are only authorized for emergency leave for those hours they were scheduled to work.
- f. Non-essential employees are eligible for emergency leave up to their weekly scheduled hours and emergency leave should never cause a comp time accrual for the week.
- g. Due to Federal guidelines, Federal work study and student workers are not eligible for emergency leave.

- h. Employees who are stationed at the Lone Tree campus will receive up to 8 hours of leave to align with scheduled campus business hours. Employees who are stationed at the 4<sup>th</sup> Street campus will receive up to 10 hours of leave to align with scheduled campus business hours. If an emergency closure day occurs during Lone Tree summer limited schedule hours, employees will receive up to 10 hours of leave to align with scheduled campus business hours. Employees who are stationed at the Page campus will receive up to 9 hours of leave on a Monday – Thursday closure, and up to 4 hours on a Friday closure, to align with scheduled campus hours.

### **3. ESSENTIAL STAFF**

- a. Some employees are considered essential staff whose work is required to ensure continuance of operations of the College. Employees are considered non-essential unless they have been specifically directed to work during a College or site closure.
- b. Essential employees who work hours during a closure day are eligible for comp leave for any overlapping time. The scheduling of time-off or pay will be determined by the supervisor.
- c. Non-exempt employees who earn overtime will be compensated based on FLSA regulations.

### **4. BACKGROUND**

- 1. References: None
- 2. Revision history: 06/21/2016 (new)
- 3. Legal review: none
- 4. Sponsor: Human Resources

Guidelines effective: 06/21/16

**COCONINO COMMUNITY COLLEGE**