

## INCLEMENT WEATHER DAY

### ADMINISTRATIVE LEAVE

Only benefits eligible employees **scheduled to work** on the designated Administrative Leave Day will be eligible for administrative leave.

The **supervisor** determines whether you are “essential”, so this may vary by the circumstance. Some persons may be considered essential in that they were asked to come in to attend specific meetings, or they may have come in to do work to meet deadlines.

If you are out sick or on vacation, you enter Administrative Leave for the specified date.

The intent is to make sure everyone scheduled to work receives pay for an Administrative Leave day, but not to receive any extra time. Employees who “voluntarily” came in to work (i.e. not called in by supervisor or not deemed “essential” for this event), only receive the difference in Administrative Leave for the amount of time spent working versus their entire day. If the employee is scheduled to work 8 hours, but came in and worked 3, then they would receive 5 hours Administrative Leave.

If an employee is on travel status, then they are working and should not receive Administrative Leave except for the balance of their day not spent working.

*Vacation:* No vacation time should be docked for an Administrative leave.

*Sick Leave/Sick Leave Pool:* No sick leave time should be docked for an Administrative leave

*Budgeted Part-Time:* Those employees not scheduled to work because of a part-time schedule should not receive any additional time off. Part-time employees who are working at the time of release should be allowed to leave and should receive pay for all scheduled hours that day. Those scheduled to work on a day when the office is closed the full day should be paid for their scheduled hours. Those employees not scheduled to work will not receive compensation.

*Student Workers/Temporary and Other Wage Employees:* These employees should not be paid for any time not worked and should not receive any compensatory time.

*Leave without pay:* Employees on leave without pay should not be paid for the Administrative leave.