Building Closure Leave

If the County instructs an employee not to report for work due to a building closure, the employee receives paid administrative leave called “Building Closure Leave” up to their regular schedule for such time missed, instead of having to use accrued leave or taking leave without pay.

- The intent of Building Closure Leave is to keep employees’ schedules whole.
- If an employee was not scheduled to work, or the employee’s shortfall was not due to the building closure, the employee does not receive building closure leave.
- Exempt employees only need Building Closure Leave applied if there is a full-day building closure.

Please review the SOP – Building closure leave for more information.

Applying Building Closure Leave for exempt employees/teachers

1. On the Manage My Department page, click on the dropdown arrow in the upper-left corner and select Total Hours.
2. OPTIONAL: When the Total Hours genie opens, click on the Pay Rule column to sort. This optional step groups employees by their status (exempt, non-exempt, etc.) and may make it easier to find and select employees.
3. Identify your exempt employees (including teachers) who work the same number of hours per day and click to select them.
   a. Hold down the CTRL key and click on individual names.
   b. If the employees are grouped together, click on the first name, hold down the SHIFT key, and click on the last name to select all of them at once.
4. Once you have selected the group of employees, click on the Timekeeping command and select Add Pay Code from the dropdown menu.

5. When the Add Pay Code window appears, complete the following information as described below:
   - **Pay Code:** select Building Closure Leave from the dropdown list
   - **Amount:** enter the amount of time (hours and minutes, if necessary) that equates to the exempt employee’s full day.
   - **Effective Date:** select the date of the building closure.
   - **Transfer:** leave blank.
   - **Stop pay from schedule:** leave this box checked. This is what removes the employee’s default “Hours Worked” information.
Building Closure Leave

- **Comments:** if you want to add an optional, explanatory comment, click on the Add Comment command.
  - Select “Other” from the dropdown list.
  - Type your comment in the text box.
  - Click on the Add command if you want to add another comment. Otherwise, proceed to the next step.

6. Click on the Apply command to add to the employee timecard.
7. This is what building closure leave looks like when added to an employee timecard; it appears on the day it was applied and is also summarized in the Totals tab at the bottom of the timecard.

### Building Closure Leave

**Applying Building Closure Leave for non-exempt employees**

**Note:** Because Building Closure Leave is intended to keep employees whole for the week, it should not be applied until after the pay period has closed. If an employee works beyond their
Building Closure Leave

Schedule on a different day in the same pay period, that would require you to do leave washing to decrease the amount of building closure leave applied. Waiting for pay period close is the most efficient way to complete the following steps.

1. On the Manage My Department page, click on the dropdown arrow in the upper-left corner and select **Total Hours**.
2. On the Total Hours genie, click on the **Shortfall** column to sort by this column. Once you can see how much shortfall non-exempt employees had for the previous pay period, you are ready to apply the necessary amounts of building closure leave.
   - If the shortfall occurred for reasons not related to the building closure, building closure leave should **not** be applied.
3. Select the employees who need the same amount of building closure leave applied. In the screenshot below, three employees need eight hours applied.
   - Hold down the **CTRL** key and click on individual names.
   - If the employees are grouped together, click on the first name, hold down the **SHIFT** key, and click on the last name to select all of them at once.

![Total Hours Genie](image)

4. Once you have selected the group of employees, click on the **Timekeeping** command and select **Add Pay Code** from the dropdown menu.

![Timekeeping Window](image)

5. When the **Add Pay Code** window appears, complete the following information as described below:
   - **Pay Code:** select **Building Closure Leave** from the dropdown list
   - **Amount:** enter the amount of time (hours and minutes, if necessary).
   - **Effective Date:** select the date of the building closure. If the building was closed multiple days, repeat this process for each day.
   - **Transfer:** leave blank.
   - **Stop pay from schedule:** leave this box checked.
   - **Comments:** if you want to add an optional, explanatory comment, click on the **Add Comment** command.
     - Select “Other” from the dropdown list.
Building Closure Leave

- Type your comment in the text box.
- Click on the **Add** command if you want to add another comment. Otherwise, proceed to the next step.

6. Click on the **Apply** command to add to the employee timecard.
7. This is what building closure leave looks like when added to an employee timecard; it appears on the day it was applied and is also summarized in the **Totals** tab at the bottom of the timecard.

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<thead>
<tr>
<th>Date</th>
<th>Schedule</th>
<th>In</th>
<th>Out</th>
<th>Transfer</th>
<th>Pay Code</th>
<th>Amount</th>
<th>Shift</th>
<th>Date</th>
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<tr>
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<td>8:00AM</td>
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<td>8.00</td>
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<tr>
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<tr>
<td>Wed 1/1</td>
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<tr>
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<td>7.30AM-4:30PM</td>
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<tr>
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Building Closure Leave: 8.00

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<th>Account</th>
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<tr>
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<td>Holiday</td>
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