SOP - Building Closure Leave

Overview

Note: the below information does not apply to employees on the public safety pay scale.

- If the County instructs an employee not to report for work or to leave work early due to a building closure, the employee receives paid administrative leave up to his/her regular schedule for such time missed instead of having to use accrued leave or taking leave without pay.
- Paid administrative leave for building closures is granted for safety reasons and is not intended as a right or employee benefit.
- If an employee does not miss work due to building closure, the employee does not receive Building Closure Leave.
- If an employee had requested or takes leave on the day of a building closure, the timekeeper should apply Building Closure Leave to cover any leave time that occurred during the time the building was closed. The employee should cancel the original leave request and submit a new one to reflect the appropriate amount of leave time needed, if any.
- If an employee works beyond their base hours in a week that also includes building closure for the division, the employee does not receive additional pay for that time worked, unless the amount of time worked exceeds base pay hours and no Building Closure Leave was taken.
- Exempt employees only need Building Closure Leave applied if there is a full-day building closure.
- Building closure hours will be defined and announced by the County Executive/Division Superintendent/designees.

Liberal leave in cases of inclement weather

- When conditions warrant, Principals/Department Heads/designees may allow staff to take liberal leave if their employees feel it is necessary and coverage allows.
- During a liberal leave period, employees may use applicable accrued leave without prior approval, if coverage allows.

Relevant policy information

Local Government:
- P-61 – Staff Schedules, Time Tracking, and Compensation Policy
- P-66 – Coverage Due to Weather and/or Emergency

Public Schools:
- GCJ – Licensed and Classified Staff Schedules and Overtime/Compensatory Time Compensation
- GCQC – Coverage of Schools Due to Weather and/or Emergency

Step-by-step documentation

Building Closure Leave

What employees need to know

- Building closure leave is applied by the timekeeper for non-exempt employees.
- Exempt employees receive building closure leave, and it will be applied by the timekeeper, but it is not noted on their schedule except for full-day closures, because exempt employees are not required to log their time on a daily basis.
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- Employees should review their timecard to make sure building closure leave was applied properly. It will appear on the timecard for the day in question, and it will also appear in the **Totals** area at the bottom of the timecard.

![Timecard example](image)

**Scenarios**

<table>
<thead>
<tr>
<th>Employee status</th>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thurs</th>
<th>Fri</th>
<th>Timecard actions</th>
</tr>
</thead>
</table>
| Non-exempt employee       | 4 hours sick leave but otherwise normal schedule                    | Normal schedule       | Normal schedule      | 2-hour delay but otherwise normal schedule | Normal schedule      | • 2 hours BCL on Thurs.  
|                           |                                                                     |                       |                      |                                    |                      | • Monday sick leave not affected                                                  |
| Non-exempt employee       | Worked 1 hour over normal schedule                                  | Full-day building closure | Full-day building closure | Normal schedule                    | Normal schedule      | • BCL reduced by one hour on either Tuesday or Wednesday.  
|                           |                                                                     |                       |                      |                                    |                      | • No additional pay because employee has not worked beyond normal schedule for the pay period. |
| Non-exempt employee       | Full day of sick leave                                             | Full day of sick leave | Full day of sick leave Two-hour delay | Full day of sick leave             | Full day of sick leave | • 2 hours BCL on Wed.  
|                           |                                                                     |                       |                      |                                    |                      | • Wed. sick leave reduced by 2 hours                                               |
| Non-exempt employee       | Normal schedule                                                    | Normal schedule       | Normal schedule      | 4 hours sick leave that includes 2-hour delay but otherwise normal schedule | Normal schedule      | • 2 hours BCL on Thurs.  
|                           |                                                                     |                       |                      |                                    |                      | • 2 hours sick leave on Thurs.                                                     |
| Non-exempt employee       | 4 hours sick leave but                                              | Normal schedule       | Worked 2 hours over | 2 hour delay but                  | Normal schedule      | • 2 hours BCL on Thurs.                                                         |

Last revised: 2/10/2020
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<table>
<thead>
<tr>
<th>Employee status</th>
<th>Mon</th>
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<th>Thurs</th>
<th>Fri</th>
<th>Timecard actions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>otherwise normal schedule</td>
<td>normal schedule</td>
<td>otherwise normal schedule</td>
<td></td>
<td></td>
<td>• Leave washing of Monday sick leave to reduce by 2 hours worked on Wed.</td>
</tr>
<tr>
<td>Non-exempt employee</td>
<td>Normal schedule</td>
<td>Worked 2 hours over normal schedule</td>
<td>Normal schedule</td>
<td>2 hour delay but otherwise normal schedule</td>
<td>Normal schedule</td>
<td>• No BCL needed</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• No additional pay because employee has not worked beyond normal schedule for the pay period.</td>
</tr>
</tbody>
</table>

What supervisors need to know

- **Use the Total Hours genie** to review non-exempt employee timecards to make sure building closure leave was properly applied, or review each timecard separately.
- Failure to appropriately apply building closure leave pay code will result in shortfall appearing on the employee’s timecard, due to the decreased amount of time worked.
- Exempt employees do not need to have the building closure leave pay code added to their schedule, unless the building is closed for a full day.
- If an exempt employee had previously requested leave on the day a building closure occurs, the leave request should be adjusted to account for the building closure.

What timekeepers need to know

- Do not apply building closure leave for non-exempt employees until the pay period has closed, so that you can **use the Total Hours genie** to identify how much shortfall the employee had during the previous pay period.
- Apply building closure leave on a day-by-day basis, so that employee hours worked are reported accurately each day. Failure to do so may impact an employee’s eligibility for Family Medical Leave.
- If an employee has shortfall that is not due to the building closure, they should not receive Building Closure Leave to cover that shortfall.