When do I use Administrative Leave for Emergency Closure?

I was scheduled to work on the date and time of the emergency closure, delay, or early dismissal.

No

I was not scheduled to work at that time.

Ineligible for Administrative Leave. No notation on the time sheet is required.

Yes

It was a normally scheduled work day or shift for me.

I was scheduled to use leave, paid or unpaid, on that date and time.

I would have been at work but for the University closure, delay, or dismissal.

Ineligible for Administrative Leave. Time sheet must reflect the type of leave, which would have been used had there not been a closure, delay, or dismissal.

Delay/Dismissal

I reported to work at the time the University officially opened, or stayed until the time the University officially closed.

No

Ineligible for Administrative Leave. Time sheet must reflect the time arrived or departed.

Yes

Closure

Eligible for Administrative Leave

Record the hours lost due to the closure, delay, or dismissal and the appropriate leave code as indicated below. (For example, if I normally start work at 8 am and the University opens at noon, and I reported at noon, I would record 4 hours of Administrative Leave.)

ADMU - Regular Staff, Librarians, Faculty
ADMCE - Contingent II Exempt, Lecturers
ADMCU - Contingent II Non-exempt

Contingent I-record normal work hours on time sheet & “Administrative Leave” in the remarks box

Non-exempt Emergency Essential Personnel- paid for hours worked & receive straight time Administrative Leave for scheduled work hours. Leave code ADMEW should be recorded on the time sheet, in the leave code section, for the Administrative Leave.