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## GUIDELINES FOR ADMINISTRATIVE LEAVE FOR CAMPUS CLOSURES AND DELAYED OPENINGS

There are occasions when the UMBC campus is required to modify its hours of operations. Such occasions include but is not limited to, inclement weather, power outages, etc. As these instances arise, the campus may be required to experience a delayed opening, early closure or full-day closure. The Department of Human Resources would like to remind employees of the guidelines surrounding the eligibility of Administrative Leave (ADM) for proper time recording.

### FULL DAY CAMPUS CLOSURE

- If an employee is scheduled to take the day off, the day is to be taken using the accrued leave originally approved. ***No Administrative Leave is granted.***
- If an employee is scheduled off for a portion of the day, the employee is to record accrued leave usage for the portion that he/she was scheduled off and record ADM for the remainder of the day. **This applies to nonexempt employees.**
- If an employee was not scheduled off for the day, record ADM.
- If an employee is required to work\* (e.g. essential employees) and worked, the hours worked should be recorded in addition to ADM. This could result in the employee becoming eligible for overtime or compensatory time at a rate of time and a half. **This applies to nonexempt employees only.**
  - \*Required to work:
    - Employees must receive pre-approval to work from the supervisor.
    - Supervisors should not approve overtime or compensatory hours if the employee was not authorized (pre-approved) to work.
- Faculty and Exempt employees should record one of the following:
  - Duty Day;
  - Full day of ADM; or
  - Full day of accrued leave usage.

**Please be advised that a full day of ADM for faculty and exempt employees applies to full-day campus closure only.**

- Employees are not permitted to bank Administrative Leave days.

## **DELAYED OPENING**

Administrative Leave is authorized for eligible employees for hours between their normal start time and the campus' delayed time of opening.

- If an employee is scheduled to take the day off, the day is to be taken using the accrued leave originally approved. **No Administrative Leave is granted.**
- If an employee does not report to work (ie. called out), a full day of appropriate leave (annual, personal, compensatory or leave without pay) may be used under the Liberal Leave Policy. **No Administrative Leave is granted.**
- If an employee comes to work AFTER the delayed opening time, appropriate leave (annual, personal, compensatory or leave without pay) may be used under the Liberal Leave Policy.
- If an employee is required to work\* prior to the delayed opening (e.g. essential employees) and reports to work, the hours worked should be recorded in addition to ADM hours. This could result in the employee becoming eligible for overtime or compensatory time at a rate of time and a half. **This applies to nonexempt employees only.**
  - \*Required to work:
    - Employees must receive pre-approval to work from the supervisor.
    - Supervisors should not approve overtime or compensatory hours if the employee was not authorized (pre-approved) to work.
- Faculty and Exempt employees are eligible for duty day or a full day of accrued leave usage for delayed openings. **No Administrative Leave is granted.**

## **EARLY CLOSURE**

Administrative Leave is authorized for eligible employees for hours between the time of early closure and the end time for the employee's work schedule for the day.

- If an employee is scheduled to take the day off, the day is to be taken using the accrued leave originally approved. **No Administrative Leave is granted.**
- If an employee did not report to work (ie. called out), a full day of appropriate leave (annual, personal, compensatory or leave without pay) may be used under the Liberal Leave Policy. **No Administrative Leave is granted.**
- If an employee is required to work\* after the early closure (ie. essential employees) and works, the hours worked should be recorded in addition to ADM hours. This could result

in the employee becoming eligible for overtime or compensatory time at a rate of time and a half. **This applies to nonexempt employees only.**

\*Required to work:

- Employees must receive pre-approval to work from the supervisor.
- Supervisors should not approve overtime or compensatory hours if the employee was not authorized (pre-approved) to work.

- Faculty and Exempt employees are eligible for duty day or a full day of accrued leave usage for early closures. **No Administrative Leave is granted.**

Employees eligible for Administrative Leave (ADM) based on the guidelines outlined in this memorandum will need to manually record the ADM leave code and hours on the time sheet.

Please share this memorandum with your departmental employees to ensure awareness of the leave guidelines as well as accurate time and leave recording. Employees may also refer to <http://about.umbc.edu/inclement-weather-emergency-closing-policy/> for more information regarding the policy and procedures for inclement weather and emergency closing.