Guidelines for Emergency Leave Time Reporting

Emergency Leave is granted for those hours that the workplace was officially closed or delayed regardless of whether the team member was scheduled to work or scheduled for a paid leave, i.e. vacation / sick leave / holiday comp leave.

Exempt Team Members (Paid Monthly)

Exempt team members are paid for the accomplishment of assigned tasks without accounting for hours worked and **will not be entitled** to equivalent time off or additional compensation for hours worked during an emergency period. However, exempt team members who are out sick or on vacation during the closure, delay, or early dismissal will only need to report leave time for the hours that the institution was actually open.

Team members who have been designated as *essential personnel* but who do not report to work and do not have a valid reason for not reporting to work as required may be subject to disciplinary action.

Exempt team members do not need to take any action to report the Emergency Leave hours.

Nonexempt *Essential* Team Members (Paid Semi-monthly)

Regular nonexempt team members shall be credited with emergency leave for the number of normal work hours involved in the emergency closing and will be paid for the number of hours actually worked in accordance with normal policy governing overtime and additional compensation.

Temporary or non-benefits eligible nonexempt team members shall be paid for the number of hours worked in accordance with normal policy but shall not be credited with additional emergency leave hours.

Team members who have been designated as *essential personnel* but who do not report to work and do not have a valid reason for not reporting to work as required, will not be credited with the number of normal work hours involved in the emergency closing and may be subject to disciplinary action.

Team members who are not designated as *essential personnel* but who report to work during an officially declared emergency situation should be sent home immediately. Non-essential team members who remained at work or came to work during closure hours are not entitled to report both hours worked and Emergency Leave for the same

time period.

Adjustment of Previously Submitted Leave to Reflect Emergency Leave

If a fully submitted leave report or time sheet needs to be adjusted to reflect Emergency Leave as noted above, a Manual Leave Adjustment form will need to be submitted to Payroll.