

*Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this policy applies to them. In case of a conflict between the applicable CBA and these policies, the provision in the CBA controls.*

Policy No.: 7-14

Effective: 12/01/2008

Revision No.: 2

Review Date: 12/1/2009

## **Declared County Office Closure**

**OVERVIEW:** This policy describes the provisions for declared emergency leave in the event Alachua County officially declares a County office closure.

**SCOPE:** This policy applies to those employees required by their department director or designee to work to maintain essential County services. Emergency Services field operations staff are exempt from this policy.

### **PROVISIONS:**

- 1) **General Rule.** In the event Alachua County officially closes offices, the Administrating Official may authorize the release of some employees from work and place them on paid administrative leave until such time that the Administrating Official requires them to report to work. Employees will be placed on administrative leave for the emergency closure only for those hours/days the employee was scheduled to work his/her regular shift.
  - a) During this same period other employees may be required to work to maintain essential County services.
  - b) In the event an employee has requested leave, and the leave request has been approved and there is a declared County closure on that day(s), the employee will be charged for that approved leave. However, if the employee requests the withdrawal of the leave slip(s) prior to the emergency closure day(s) and the employee is available to work that day, the leave slip will be withdrawn and the employee will be placed on administrative leave. If deemed necessary the employee may be called in to work that day in accordance with Policy #7-14, below.
- 2) **Required to Work.** Those employees required to work while others are on paid administrative leave granted as the result of a declared County office closure will receive compensation in accordance with the Compensation and Benefit Policy.
  - a) In addition, those employees required to work while others are on this administrative leave will receive hour for hour "declared County Closure Leave" for all regularly scheduled hours worked while other employees are on paid administrative leave during a declared County office closure.
- 3) b. Declared County Closure Leave must be used within six months of being earned.

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County Manager

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County Attorney