### Emergency Closure Leave Days

- Pre-approved paid leave (vacation, sick leave, etc.)
- Unscheduled paid leave that occurs when calling in on the day of the emergency closure
- Unpaid leave on the emergency closing day
- Emergency closure for the entire day
- Emergency closure causes a delay to the workday
- Emergency closure begins at a time during the workday after the workday has begun

### Eligibility for Emergency Closure Pay

- Eligible for emergency closure pay
- Eligible for emergency closure pay
- Not eligible for emergency closure pay
- Eligible for emergency closure pay
- Eligible for emergency closure pay for the delayed time period. Employees who do not report to work at the time the closing ends, are not eligible for ECP during non-closed hours; those hours are subject to other applicable leaves times.
- Eligible for emergency closure pay. Employees who leave work prior to the start of the emergency closure are not eligible for ECP during the non-closed hours; those hours are subject to other applicable leave times.

**Temporary and non-benefit eligible employees can receive ECP if the closure is on their scheduled work day.**
Additional Emergency Closure Pay Information:

**Full Day Closures:**

- Emergency Closure Pay should include the entirety of the scheduled shift.
  - Ex. If a staff member’s normal shift is 8a – 5p, then 8hrs of ECP should be paid.
  - Ex. If a staff member’s shift for the day(s) of closure is more than 8 hours, then the amount of ECP should match the scheduled shift (12hrs shift = 12hrs ECP).
- Essential workers that work on campus during an inclement weather closure should clock-in and clock-out for actual hours worked. These staff members will also receive ECP hours for the full day in addition to any actual hours worked.
- Essential workers who are on-call and are called in to work will receive the standard 2hr minimum for each call, in addition to the ECP hours for the full day.
- Emergency Closure Pay cannot be “banked” and used at a later time.

**Essential Staff Departments Include:**

- Facilities Management
- Public Safety
- College Farm
- Student Life/Counseling Services

**Virtual Day:**

- “Virtual Day” – All essential staff should receive ECP. Same rules apply as with closure days for essential staff.
- Non-essential employees should make plans to work from home. Any employees working from home would receive regular pay for the day.
- During designated Virtual Days, those non-essential employees without power or other personal matters are encouraged to manage work duties as feasible and/or adjust their schedules to complete their workweek. Otherwise, vacation time may be used.
- FLSA regulations apply to both bi-weekly and monthly paid employees.