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PERSON COUNTY

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The following instructions are for noting delayed openings or a specific time when employees are allowed to come to work after an inclement weather event and the guidelines for reporting administrative ("admin") leave. This applies to all classes of employees with the exception of public safety, and certain general services employees who are considered essential in their job roles for service response.

A "standard schedule" is defined for purposes of this policy to be the hours of operation, or the time an employee was assigned to perform the job that they were hired to do (8:00-5:00, 8:30-5:00, etc.). For employees with alternative work schedules, a "compressed schedule" is for employees who earn 37.5 or 40 hours/week in less than five work days. A "flexible schedule" is for employees who work either 7.5 or 8 hours a day with flexibility in arrival and departure times. For further information on alternative work schedules, see the Person County Alternative Work Schedule Policy.

Delayed or Specific Opening Time

When a delay or a specific opening time is implemented due to inclement weather or some other unforeseen event, employees who are eligible for admin leave should record their time as follows:

Non-exempt employees

Any hour(s) delay or the difference between a standard start time and a specific opening time should be reported as admin leave taken with the remaining to be reported as worked or leave taken. For example, if the county opens at 9:30 am, an employee that worked from 9:30 am to 5 pm (standard work hours 8:30-5:00) would record 1-hour administrative leave taken, and 6.5 hours worked. If employees took any time other than the admin leave, that difference should be requested as annual or comp leave taken. For example, an employee under the same schedule that came in at 11 am and worked until 5 pm would record 1 hour of administrative leave taken, 5 hours worked, and request 1.5 hours in annual or comp leave taken. If a non-exempt employee who was scheduled to work did not come in at all, they should record 1 hour of admin leave and request 6.5 hours of annual or comp leave taken.

Employees on a compressed or flexible schedule should only record the amount of admin leave granted based on a 7.5- or 8-hour workday, the number of hours worked, then request annual or comp leave taken to make up their remaining scheduled time, if necessary. Alternatively, subject to their supervisor's approval, employees on a flexible or compressed schedule can amend their work schedule to the standard schedule for their department that week in order to make up any remaining time.

Non-exempt employees who worked their standard or alternate schedule would record their worked hours as they normally would (ie. came in at 8:30 and worked till 5:00, 7.5 hours worked, no leave or comp time requests are necessary). Admin leave is not considered “worked” hours; therefore, it cannot be banked for later use, nor does it apply to the calculation of overtime.

Exempt employees

Exempt employees do not need to request any leave unless time other than the admin leave was taken. For example, using the above scenario, if an exempt employee came in at 11 am instead of 9:30 am, the employee would request 1.5 hours of annual leave taken. If an exempt employee did not come in at all, the employee would request 6.5 hours of annual leave taken.

Exempt employees who work their scheduled hours do not need to record any time taken.

Since admin leave is granted based on a 7.5- or 8-hour work day, exempt employees on a *compressed* schedule need to request annual or comp leave to make up the remaining time. Exempt employees on a *flexible* schedule should either amend their departure time to the typical schedule for their department, or they should use annual or comp leave to make up the difference in departure times. They do not need to record any admin leave.

Part-time employees

Part-time employees who were scheduled to work on a day when the County was delayed or closed and do not have the option to make up the missed time within the weekly timesheet period will be granted administrative leave for the scheduled hours missed only..

Employees who already had leave scheduled

If an employee had scheduled annual or sick leave to be taken on the day the admin leave applied, then they should charge annual or sick leave for the full scheduled day. Employees on an alternate work schedule must be charged equally to the hours scheduled for the day, in accordance with the Person County Alternative Work Schedule Policy.

**In the event of the county opening at noon or later, employees should take lunch prior to reporting to work. Admin leave hours permitted for that day will have the lunch hour deducted.