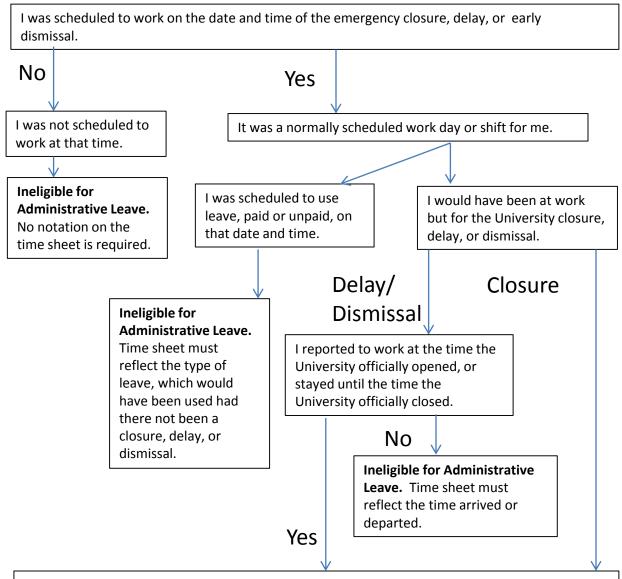
When do I use Administrative Leave for Emergency Closure?



Eligible for Administrative Leave

Record the hours lost due to the closure, delay, or dismissal and the appropriate leave code as indicated below. (For example, if I normally start work at 8 am, the University opens at noon, and I reported at noon, I would record 4 hours of Administrative Leave.)

ADMU- Regular Faculty & Staff, Librarians **ADMCE**- Contingent II Exempt Staff

ADMCU- Contingent II Non-Exempt Staff

Contingent I Staff - record normal work hours on the time sheet and note the administrative leave hours in the remarks section.

Lecturers - record D for any time worked and note the administrative leave hours in the remarks section.

Regular Non-exempt Emergency Essential Personnel- paid for hours worked & receive straight time Administrative Leave for scheduled work hours. Leave code **ADMEW** should be recorded on the time sheet, in the leave code section, for the Administrative Leave.