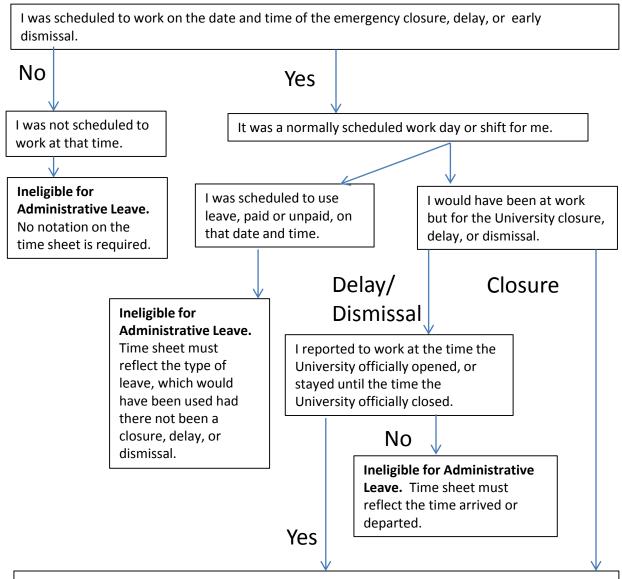
## When do I use Administrative Leave for Emergency Closure?



## **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.