

## **HUMAN RESOURCES**

### **Leave and Leaves of Absence**

#### **Administrative Leave—Emergency**

This regulation supersedes Regulation 4810.12.

#### **I. PURPOSE**

To establish guidelines pertaining to leave that may be granted under emergency conditions.

#### **II. SUMMARY OF CHANGES SINCE LAST PUBLICATION**

- A. Section III.B. clarifies definitions of emergency administrative leave.
- B. Section IV.A. clarifies the parameters for the use of emergency administrative leave.
- C. Section IV.A.2. has been updated to reflect the starting time for school and central offices.
- D. Section IV.A.3. has been revised to reflect two options for Condition 3.
- E. Section IV.A.4. clarifies the parameter as part of Condition 4.
- F. Section IV.A.5. clarifies employee's reporting time under Condition 5.
- G. Section IV.A.6. adds Conditions 6 through 8.
- H. Section IV.A.7. adds Condition 9.
- I. Section IV.B. clarifies makeup time for students and employees.
- J. Section V. has been changed to reference the Essential Personnel Agreement Statement form (HR-464).
- K. Section VI. has been updated to reflect the minimum compensation.
- L. Section VII.B. clarifies qualification of compensation.
- M. Regulation 4421 has been added as a reference.

### III. DEFINITIONS

#### A. Unscheduled Leave

The permission given to 12-month employees to use annual leave or leave without pay and less-than-12-month employees to use personal leave or leave without pay under emergency conditions (to include extreme weather) without prior approval of their supervisors. Sick leave may be used in accordance with the current version of Regulation 4819, Sick Leave, and established work location procedures.

#### B. Emergency Administrative Leave

Time granted as an excused absence to employees. Full-day emergency administrative leave concludes at midnight.

#### C. Active Pay Status

Personnel who are actively working or have leave (sick, annual, or personal) to cover any absence.

#### D. Offices

School offices and central offices where business, clerical, and professional activities are conducted.

### IV. CONDITIONS

- A. The Division Superintendent or his or her designee may authorize either full-days or less-than-full (partial) days of unscheduled leave or emergency administrative leave when extreme weather, lack of utilities, civil unrest, or other situations call for in accordance with the conditions below the suspension of the usual attendance requirements for employees or a sub group of employees. Program managers are encouraged to discuss with employees the procedures as they relate to a particular work location, to be followed when full- or less-than-full-day unscheduled or emergency administrative leave is authorized. Once unscheduled leave or emergency administrative leave has been authorized, the leave shall be in effect during the period or for the duration in which the Division Superintendent or his or her designee declares it and applied to all shifts of employees who work on the calendar day of the leave.

#### 1. Condition 1--Schools and All Offices Closed

When full-day emergency administrative leave is announced, schools and all offices shall be closed. Employees designated as essential personnel by the program manager or principal shall report to work unless advised not to do so by the program manager or principal. For employees in an active pay status, prearranged leave (sick, annual, personal, etc.) shall not be charged except for essential personnel who do not report for work as required by the program manager or principal. Employees not in an active pay status will not receive the

benefit of emergency administrative leave. Under certain conditions, and for some groups of employees, the time may have to be made up.

2. Condition 2--Schools Closed with School Offices and Central Offices Open

When schools are closed and school offices and central offices are open on time, 12-month personnel report to work with an unscheduled leave policy in effect and less-than-12-month employees do not report to work.

3. Condition 3A--Two-Hour Delayed Opening for Schools and School Offices. Central Offices Open by 10:00 a.m.

When schools and school offices are delayed in opening, school personnel may report two hours later than their regular scheduled start time.

Part-time school personnel whose normally scheduled duties begin within the two-hour delayed opening, shall report at a designated time appropriate for their assignments. Program managers should discuss in advance with these employees the appropriate workday based on educational and/or supervisory needs.

When central offices are delayed in opening, central office employees may report two hours later than their regular scheduled start time. Normal business hours are 8:00 a.m. to 4:30 p.m. as referenced in the current version of Regulation 4421, Work Hours, Length of Work Year, and School Calendar. Therefore, central offices will open by 10:00 a.m.

Condition 3B--Two-Hour Delayed Opening for Schools. Central Offices and School Offices will open on time.

When schools are delayed in opening, less-than-twelve-month employees may report two hours later than their regular scheduled start time.

When central offices and school offices open on time, all 12-month personnel shall be expected to report to work on time. An unscheduled leave policy shall be in effect to the extent of the delayed opening.

Employees with shifts that fall after the delayed start time for a school or central work site should report at their regular scheduled start time.

Employees who do not report to work on the day that partial administrative leave is authorized shall be charged leave for the portion of their workday hours from their delayed start time to their regular scheduled end time. Prearranged leave will be charged as originally submitted.

4. Condition 4--Early Closing for Schools, School Offices, and Central Offices

When schools and central offices (collectively or individually) are closed early due to emergency conditions, personnel may be dismissed at the designated time if

supervisory needs have been satisfied and if the emergency conditions affect the well-being of the employees. Employees designated as essential personnel shall be required to work under these conditions. Essential personnel who do not report for shifts that fall after the early closing shall be charged leave unless otherwise advised by the program manager or principal not to report.

5. Condition 5--Schools Closed With Delayed Opening for School Offices and Central Offices

When schools are closed and the opening of school offices and central offices are delayed, 12-month personnel may report later than their regular scheduled start time based on the messaging.

If the messaging is that offices will open by 10:00 a.m., 12-month personnel may report two hours later than their regular scheduled start time.

If the messaging is that offices will open by 11:00 a.m., 12-month personnel may report three hours later than their regular scheduled start time.

If the messaging is that offices will open by 12:00 p.m., 12-month personnel may report four hours later than their regular scheduled start time.

Employees with shifts that fall after the delayed start time should report at their regular scheduled start time.

An unscheduled leave policy is in effect. Employees who do not report to work on the day that partial administrative leave is authorized shall be charged leave for the portion of their workday hours from their delayed start time to their regular scheduled end time. Prearranged leave will be charged as originally submitted. Employees designated as essential personnel by the program manager or principal shall report for work at their regular scheduled start time unless advised by the program manager or principal not to do so.

6. Conditions 6 through 8 pertain to after school activities, events, or meetings that occur in the afternoon, evening, or weekend. Building closures are addressed in the current version of Regulation 1350, Emergency Closing and Delayed Opening of Schools.

7. Condition 9--Student Holiday - All Scheduled Personnel Do Not Report or Delayed Opening or Early Closing

On a day when students are not present, employees must follow the specific messaging to determine the scenario for that particular day.

If the messaging is "Student Holiday - All scheduled personnel do not report", all schools and offices will be closed. For employees in an active pay status, prearranged leave (sick, annual, personal, etc.) shall not be charged except for essential personnel who do not report for work as required by the program

manager or principal. Employees not in an active pay status will not receive the benefit of emergency administrative leave.

If the messaging is for a delay, all scheduled employees may report later than their regular scheduled start time based on the delayed length in hours.

Employees with shifts that fall after the delayed start time should report at their regular scheduled start time.

If the messaging is for an early dismissal, all scheduled employees may be dismissed early to the extent of the early release from their regular scheduled end time if supervisory needs have been satisfied.

Employees who do not report to work on the days that partial administrative leave is authorized shall be charged leave for the portion of their workday hours not covered by emergency administrative leave. Prearranged leave will be charged as originally submitted.

Employees designated as essential personnel by the program manager or principal for any one of the three scenarios shall report to work on time or remain at work unless advised not to do so by the program manager or the principal.

- B. If any of the above conditions occur at an individual school or work site (not systemwide), students and employees may be dismissed as necessary at the direction of the principal or program manager. The School Board may require makeup time for students and employees if the loss of time results in schools falling below the minimum of 990 instructional hours.

## V. ESSENTIAL PERSONNEL

By virtue of their responsibilities and the nature of the emergency, some employees shall be on duty during an emergency situation regardless of the unscheduled or emergency administrative leave announcement. Program managers shall, in advance of need and at least once annually, complete an Essential Personnel Agreement Statement form (HR-464) to designate those employees who are considered essential personnel and who will not be covered under the unscheduled leave or emergency administrative leave provisions. The form HR-464 can be accessed at [http://fcpsnet.fcps.edu/it/offices/eis/doc\\_mgmnt/information/hr464.pdf](http://fcpsnet.fcps.edu/it/offices/eis/doc_mgmnt/information/hr464.pdf). This link is available only through computers within the internal FCPS network (FCPSnet).

## VI. OVERTIME

Employees in paygrades US-01 through US-19 who are required to work during the period in which emergency administrative leave is authorized shall receive pay for regular hours plus overtime pay (one and one-half times their hourly rate, as applicable) for any hours worked (minimum of one hour).

**VII. MAKEUP DAYS AND PAY FOR INCLEMENT WEATHER**

- A. When schools are closed as a result of inclement weather or for other cause, the School Board may require such loss of time to be made up within the school term or may extend the school term to ensure a minimum of 990 instructional hours.
- B. Employees in paygrades US-01 through US-19 who arrive at their work locations on a day in which full- or less-than-full-day administrative emergency leave is authorized shall be compensated for the hours they worked (minimum compensation of one hour). On a day that less-than-full-day administrative emergency leave is authorized, the employee should be advised of the new starting time and report back to work at the revised starting time. Employees should always check the website at [www.fcps.edu](http://www.fcps.edu) for closings and delayed openings.

See also the current versions of: Regulation 1350, Emergency Closing and Delayed Opening of Schools  
Regulation 4819, Sick Leave  
Regulation 4421, Work Hours, Length of Work year, and School Calendar