



Policy # 53043

UNIVERSITY CLOSURE

Effective Date: June 19, 2009

Reviewed Date: September 03, 2020

Responsible Office: Human Resources

Division: Operations

I. PURPOSE/OBJECTIVE

To establish methods of compensation and leave calculations during university closures due to holidays, inclement weather or other unforeseen circumstances.

II. STATEMENT OF POLICY

- A. If the appointing authority directs the closure of the university, facility, or office because of legal holidays, state-designated holidays, inclement weather (i.e., hurricane, icy roads, flooding, etc.), or days of local conditions and celebrations, employees who are required to work during such times shall be compensated with state overtime (See CS Rule 21.7(b) 4). If such a closure occurs for an entire work day or a portion of a workday, an employee who had previously requested and been granted annual or sick leave for that time would not be charged the annual or sick leave for the appropriate amount of time relative to the closure. For example, if an appointing authority declared an office closed at 1 PM due to an approaching hurricane, any employee who was previously on approved annual leave would not be charged the annual leave from 1 PM until the end of his regular shift.
- B. An office closure can be mandated by the Appointing Authority or the Governor and occurs when there has been a determination that it is not possible for employees to work due to local conditions. An office closure may involve one building, an entire facility, an entire city, or an entire area of the state. Employees who cannot work because of office closures are on special leave in accordance with Civil Service Rule 11.23(g).
- C. During a closure, the appointing authority can direct an employee whose work location has been declared “closed” to work in that location. The appointing authority can also direct an employee whose work location is open to work in a location that has been declared “closed.” Employees who go to work in a “closed” area are working overtime per Civil Service Rule 21.7(b)(4).

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- D. During a closure, the appointing authority can direct an employee to work in other locations not affected by the closure. Employees must report as directed. Employees who are directed to work in other work locations not affected by the closure are in regular duty status. State travel regulations may apply in these cases.
- E. When an employee's office has been closed, but that employee is on a previously scheduled assignment in another location that is not closed, that employee is in regular duty status. For instance, a trainer who is domiciled in Baton Rouge during a general closure of the Baton Rouge area but is in Shreveport conducting a class on the closure day is not placed on special leave and should perform the work as scheduled.
- F. During an office closure, employees are obligated to adhere to agency emergency response and communication policies which may require regular contact with supervisors and managers for further directions regarding return to work. If contact is not possible, employees should return to work when the media announces that their offices are open. Failure of an employee to return to work when directed may result in the employee's being required to use annual or compensatory leave or leave without pay for continued absence, and the employee may ultimately be subject to disciplinary action.