

## **Chapter 16 Leave of Absence**

### **16.05 Individual Building Closures**

Occasionally, due to unavoidable circumstances such as construction, repairs, or the failure of heating or cooling systems, it may be necessary to close or restrict access to a building temporarily.

Arrangements should be made so employees have the option to work as scheduled at an alternative work site, such as in other nearby buildings. They may also be given the opportunity to choose to cover the time with: available vacation, available holidays, leave without pay, accrued compensatory time, or arrange with the supervisor to make up the time. (For FLSA non-exempt employees, the make up time must occur within the same workweek.) Work at home may also be presented as an option if the job responsibilities make this a possibility and if approved by the supervisor and Appointing Authority. FLSA non-exempt employees must account for each scheduled work hour.

FLSA exempt employees may account for their time in a manner consistent with their professional responsibilities, as approved by their supervisor.

Most collective bargaining agreements prevent the employer from forcing employees to use paid leave or leave without pay. For this reason represented employees must be given the option to perform work at an alternative work site in addition to the other leave options listed above.

Units are encouraged to consult with the Classified Personnel Office whenever a situation arises where this information may need to be implemented.

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