

South Coast Education Service District

Code: **EBCD/GCBD/GDBD-AR**
Reviewed: 8/2/17
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Orig. Code(s): GCBD/GDBD-AR

Emergency Closures

Administrative leave is granted by the ESD in cases of school closures, inclement weather conditions, or other unforeseen circumstances, as approved by the Superintendent; including but not limited to legal investigations, continued education agreements, disciplinary action. It is not awarded, but is in addition to other leave types.

An employee receives paid administrative leave when the ESD and/or District make a decision that closes work sites and or prohibits employees from working. Possible reasons for administrative leave are:

- When there is no option to the employee for a ‘make-up day’ due to job position and calendar days
- Under special circumstances as mentioned in the administrative leave definition

If an employee receives paid administrative leave for emergency closures, the ESD reserves the right to make up days lost.

Other leave parameters include:

- Employees unable or unwilling to report to work when their work site remains open may use previously accrued leave if available.
- If any employee has previously requested time off on a day that becomes an administrative leave day, the initial request for time off will supersede the administrative leave.
- If an employee uses paid leave or works, they are NOT required to work if the district chooses to implement a “make up” day later in the year. If the employee does work on the make-up day, they shall be paid for additional hours worked.
- Employees who do not receive administrative leave may request to make up time lost (with administrator approval and calendar days permitting)