



TOWN OF NANTUCKET

TOWN ADMINISTRATION

Town Office Closure Leave Guidelines

Effective date: May 2014

Applicability: These leave guidelines apply to all Town employees and Enterprise Fund Employees but does not apply to School Department Employees. (See also "Policy for Town Office Closure During Emergencies")

I. Purpose.

These guidelines apply to administrative leave for approved Town of Nantucket office closures due to extreme weather conditions or general emergency.

II. Office Closure Leave Guidelines

How is leave handled during a Town Office closure?

Town Office Closure: When the Town Manager decides to close or to not open any or all Town offices, administrative leave is granted to regular employees for their scheduled work hours during the period of closure. Regular part-time employees or those paid on an hourly basis who are normally scheduled to work when a closure occurs are given paid administrative leave for the scheduled work hours.

Regular employees who are eligible for overtime (FLSA Non-Exempt) shall not count the period of closure as hours worked for the purposes of calculating overtime.

Temporary and Seasonal employees are not eligible for administrative leave.

Employees who are already on approved annual, sick, vacation or other type of leave when a closure occurs will not be given paid administrative leave for their scheduled work hours during the period of closure.

Essential services personnel that are:

- Required to work during a Town office closure are to be paid at the regular rate for hours worked.
- Required to work during a Town office closure may not be granted an equivalent amount of administrative leave.

- Eligible for overtime (non-FLSA exempt) shall count the period of closure as hours worked for the purpose of calculating overtime.
- Required to work during a Town office closure but do not report to work or leave work early without authorization will not be granted administrative leave and must use annual leave or leave without pay to cover the absence.
- Not required to work or are released early during a Town closure will be granted paid administrative leave.

How is leave handled when Town offices close early or have a delayed opening?

Early Closure: When the Town Manager authorizes an early closure of Town offices, regular employees are granted paid administrative leave and released under the guidance of the department head or supervisor. Specific guidelines follow:

- The amount of administrative leave granted for an early closure is based on the official time of release authorized by the Town Manager.
- Regular shift employees are granted paid administrative leave for their normally scheduled work hours occurring after an official Town office closure.
- Early release time not authorized by the Town Manager or his/her designee shall be charged to annual leave or leave without pay.

Delayed Opening: When the Town Manager authorizes a delayed opening of Town offices, regular employees are granted paid administrative leave if the delay occurs during their scheduled work hours. Regular employees who arrive late to work beyond the delayed opening due to extreme weather conditions may be granted administrative leave if the appointing authority determines that the lateness was reasonable.

May employees take leave during extreme conditions prior to or in the absence of an official Town closure?

Town employees are urged to use their discretion in deciding whether they can safely commute to and from work. If personal health or safety is an issue in that decision, responsible judgment should be used. Employees may request time off prior to and in the absence of an official Town office closure. With supervisor approval, employees must take annual leave or leave without pay if no annual leave is available. Town supervisors and appointing authorities are encouraged to be flexible in authorizing annual leave for employees in these situations.

Are alternate work arrangements available during extreme weather conditions prior to or in the absence of an official Town closure?

At this time, there are no provisions for alternate work arrangements, e.g. telecommuting.