

Berea College

Emergency Closure Pay

Emergency Closure Leave Days

Pre-approved paid leave (vacation, sick leave, etc.)

Unscheduled paid leave that occurs when calling in on the day of the emergency closure

Unpaid leave on the emergency closing day

Emergency closure for the entire day

Emergency closure causes a delay to the workday

Emergency closure begins at a time during the workday **after** the workday has begun

Eligibility for Emergency Closure Pay

Eligible for emergency closure pay

Eligible for emergency closure pay

Not eligible for emergency closure pay

Eligible for emergency closure pay

Eligible for emergency closure pay for the delayed time period. Employees who do not report to work at the time the closing ends, are not eligible for ECP during non-closed hours; those hours are subject to other applicable leaves times.

Eligible for emergency closure pay. Employees who leave work **prior** to the start of the emergency closure are not eligible for ECP during the non-closed hours; those hours are subject to other applicable leave times.

**Temporary and non-benefit eligible employees can receive ECP if the closure is on their scheduled work day.

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Additional Emergency Closure Pay Information:

Full Day Closures:

- ✱ Emergency Closure Pay should include the entirety of the scheduled shift.
 - Ex. If a staff member's normal shift is 8a – 5p, then 8hrs of ECP should be paid.
 - Ex. If a staff member's shift for the day(s) of closure is more than 8 hours, then the amount of ECP should match the scheduled shift (12hrs shift = 12hrs ECP).
- ✱ Essential workers that work on campus during an inclement weather closure should clock-in and clock-out for actual hours worked. These staff members will also receive ECP hours for the full day in addition to any actual hours worked.
- ✱ Essential workers who are on-call and are called in to work will receive the standard 2hr minimum for each call, in addition to the ECP hours for the full day.
- ✱ Emergency Closure Pay cannot be “banked” and used at a later time.

Essential Staff Departments Include:

- ✱ Facilities Management
- ✱ Public Safety
- ✱ College Farm
- ✱ Student Life/Counseling Services

Virtual Day:

- ✱ “Virtual Day” – All essential staff should receive ECP. Same rules apply as with closure days for essential staff.
- ✱ Non-essential employees should make plans to work from home. Any employees working from home would receive regular pay for the day.
- ✱ During designated Virtual Days, those non-essential employees without power or other personal matters are encouraged to manage work duties as feasible and/or adjust their schedules to complete their workweek. Otherwise, vacation time may be used.
- ✱ FLSA regulations apply to both bi-weekly and monthly paid employees.