

<b>System-wide Policy: HR0320 - Administrative Closings</b>	
<b>Version: 12</b>	<b>Effective Date: 03/01/2020</b>

## HR0320 – Administrative Closings

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### Objective:

To define administrative closings and compensation guidelines for regular employees.

### Policy:

#### Scheduled Administrative Closings

1. Certain days, such as the Friday after Thanksgiving and during the week of Christmas when classes are not in session, may be designated each year by the University System Chief Human Resources Officer as administrative closings. During this time, regular employees in an active pay status will be granted time off from work with compensation.
2. Eligibility for compensation for administrative closings declared in advance is made in accordance with the provisions specified in Human Resources policy, [HR0350 HOLIDAYS](#) item 2.

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### Scheduled Administrative Closing Compensation

3. Regular full-time employees are compensated for 8 hours on each day of scheduled administrative closing. Regular part-time employees are compensated for scheduled administrative closings at a rate pro rata to their planned working time in the accounting system.

### Work Performed During Scheduled Administrative Closings

4. Compensation for work performed during scheduled administrative closing should be made in accordance with the provisions specified in Human Resources policy, [HR0350 HOLIDAYS](#) (4. a. and b. and 5. a. and b.).

### Compressed Work Weeks

5. During a week in which scheduled administrative closing(s) occurs for:
  - a. Regular full-time employees-the compressed work week schedule is suspended, and departments use a five (5) day / eight (8) hour day work schedule
  - b. Regular part-time employees-the work week schedule is adjusted to provide administrative closing compensation according to item 3 and when added to the hours worked, the total hours do not exceed the regular part-time schedule so that administrative closing compensation does not reduce or increase the total hours in the work week. If business necessity requires an exception, human resources must be contacted for compliance.

### Administrative Closing(s) for Emergencies

6. At times it may be necessary for the chief administrator or designee of a campus or institute to declare specific hours as unscheduled administrative closing as the result of inclement weather or other emergency situations.

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- Any emergency closing within a period of an employee's annual, sick, or other leave with pay is considered unscheduled administrative closing and is recorded as such.

### **Administrative Closing for Emergencies Compensation**

#### **Emergency Closing on a Scheduled Work Day**

- Regular employees in an active pay status who are scheduled to work during the emergency closing will be granted administrative closing which will be recorded as such, not to exceed the hours scheduled to work. If emergency closing has not been declared and an employee is prevented from reporting to work for his or her normally scheduled working hours, annual leave or leave without pay will be charged. The employee may be permitted to make up the time lost provided it can be done within the work week in which the event occurred, and the supervisor has approved the request.

#### **Emergency Closing on a Non-scheduled Work Day**

- Regular employees who are not scheduled to work during an emergency closing will not be compensated for the emergency closing.

#### **Work on a Scheduled Work Day When Emergency Closing Has Been Declared**

- Compensation for the emergency closing should be made in accordance with the provisions specified in Human Resources policy, [HR0350 - Holidays](#) (4. a. and b. and 5. a. and b.).

### **Partial Administrative Closings**

- Each campus or institute's chief executive officer has the authority to grant paid administrative leave to a portion of the unit's employees if the CEO determines that it is the unit's best interest for those employees to be physically absent from their workplaces (e.g. based on a Center for Disease Control (CDC)

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recommendation that certain employees self-quarantine). Each campus/institute would be responsible for communicating to its workforce the circumstances under which employees would be eligible for paid administrative leave.

**PROCEDURES:**

To view links to campus policies and procedures, click here:

<https://policy.tennessee.edu/campus-policies-procedures>

**Related Policies:** [HR0350 - Holidays](#)