2.14.12 Emergency Leave

An emergency closing may occur in which the normal operations at KCTCS facilities are curtailed by declaration of the college president/ceo, or by the KCTCS President for emergency closings of the KCTCS system office. Emergency closings may occur for unusual conditions such as severe weather, power outages, fuel shortages, or other calamities.

Except for those designated employees who are required to work to perform essential services during an emergency closing, paid emergency leave is provided to eligible regular employees unless otherwise stated in this policy or a related KCTCS human resources procedure. Supervisors and employees shall communicate in advance to determine employee responsibilities in case of an emergency.

Emergency leave time shall be paid at regular rates for eligible regular full-time employees who were otherwise scheduled to work at the affected physical work location during the emergency closing period. In addition, emergency leave time shall be paid at regular rates at a pro rata percentage to full-time for eligible regular part-time employees who work a schedule of 50 percent or more on an annualized basis and who were otherwise scheduled to work at the affected physical work location during the emergency closing period. To be eligible for paid emergency leave employees shall be in a paid status on both the scheduled work day(s)/leave day(s) that fall immediately before and immediately after the emergency closing day.

Regular part-time employees who work a schedule of less than 50% of a full-time schedule on an annualized basis shall not receive paid leave for an emergency closing. In addition, temporary employees shall not receive paid leave for an emergency closing.

If an emergency closing of the employee's normal physical work location occurs, employees who are scheduled to work at unaffected locations during the emergency closing period shall report to work as scheduled.

When essential services are required during an emergency closing, designated employees may be assigned to work during the emergency closing and/or during other times necessitated by the emergency closing that are outside of employees' normally scheduled work hours.

For additional limitations and provisions regarding emergency leave, refer to other KCTCS policies and human resources procedure(s) related to emergency leave.

In addition, KCTCS has separate policies and procedures governing leaves due to holidays and institutional closings.

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Approval Date	Date(s) of Last Review	Date(s) of Last Revision *(Include all dates in chronological order)*

(SIGNED) 1-4-07	(SIGNED) 1-4-07
Recommended by Date	President, KCTCS Date