

Chapter:	Health and Safety		
Title:	Emergency Closure - Administrative Leave		
Policy: <input checked="" type="checkbox"/> Procedure: <input type="checkbox"/>	Review Cycle: Triennial Author: Dir Op/SO	Adopted Date: 08.2020 Review Date: 04.2024	Related Policies: Emergency Preparedness Unusual and Critical Incidents Remote Work

Purpose:

Hopeful Horizons (HH) has established a policy for Emergency Closure and Administrative Leave to clarify the authority and the standards for how emergency closure shall be implemented.

Scope:

This policy applies to:

- All HH Staff Selected HH Staff, as specified:
 HH Board Members HH Volunteers
 Other: Contractors, Clients, Scheduled Guests

Policy:

HHs' Chief Executive Officer/designee has the sole authority to issue notice of organization-wide and building specific emergency closure.

- A. **Emergency Closing - Administrative Leave:** Emergency closure is considered administrative leave and does not require use of employee leave time. Generally, this policy applies to full-time employees; however, in extreme or unusual circumstances, the CEO may also approve temporary remote work and/or paid Official Emergency Closing Administrative Leave for part-time staff.

An employee who was on prior approved leave or had leave scheduled during the recognized emergency closure shall not have the leave changed to paid Official Emergency Closing Administrative Leave.

- B. **Announcement:** The CEO/designee shall announce an official emergency closing of one or more of its offices/worksites due to actual or predicted severe weather, civil disasters, a public health crisis, acts of terror, etc. Generally, the announcement shall be communicated via HHs' "all staff" email. Program administrators and staff shall make every effort to provide notice to scheduled clients, volunteers and other people with whom they have scheduled meetings.
- C. **Alternate Work Location:** HH recognizes that natural or civil disasters may occur that do not require the closing of offices, but temporarily prevent employees from safely working at their assigned worksite, in which case employees may be required to work remotely in accordance with the organization's policy and procedure or may be temporarily assigned to another HH location. In certain circumstances, employees may be approved for a combination of remote or on-site work and paid Official Emergency Closing Administrative Leave, not to exceed the hours for which they would normally be compensated.

In the event an employee is unable to safely work at a new location or work remotely, with the approval of the CEO, the employee may be released from duty and granted paid Official Emergency Closing Administrative Leave for the period that HH determines it is unsafe for the employee to return to the worksite and is unable to work remotely.

D. Staffing Reductions: Additionally, due to the nature of HHs' work, partial closures or limited staffing may be required at some locations. Determination of staffing requirements shall be made by the CEO/designee in consultation with the affected programs.

Communication and Training:

The Board shall receive a copy of the policy at the time of periodic review and will have an opportunity to ask clarifying questions during the approval process. Employees and volunteers shall receive notice of the Board's policy review and approval including notice of any substantive changes. The notice will provide a link to the policy located on the HH website.

Definitions:

NA

Other Related Materials:

Remote Work Approval Procedure

References/Legal Authority:

NA

Change Log:

Date of Change	Description of Change	Responsible Party
4.2024	Updates the policy to the new template, Adds communication and training, definitions, other materials and references as appropriate.	N. Miller Prog Eval. Cons. In consultation with J. Broen, Dir of Op/Safety Officer