V:02:14  DAYS OF ADMINISTRATIVE LEAVE

In addition to the seven holidays granted in Tennessee Board of Regents Policy 5:01:01:10, six (6) administrative closing days shall be designated as time off from work with pay for regular full-time and part-time employees. Certain days, such as the Friday after Thanksgiving Day and those during the week of Christmas when classes are not in session, may be designated as days of administrative closing each year by the President of Volunteer State Community College, with the approval of the Chancellor.

Emergency Closing

At times it may be necessary for the President to declare specific hours as emergency closing as the result of inclement weather or other emergency situations. In such cases, regular full-time and regular part-time employees on the active payroll who are scheduled to work during the declared times of closing will be granted administrative leave with pay. Employees on previously approved leave during the affected period will be charged leave as previously approved and will not be eligible for administrative leave. Certain non-exempt staff employed to maintain the health and safety of the college may be required to report to work during periods of emergency closing. Those employees required to report for this purpose will receive compensatory time for hours worked during the period(s) of closing.

If an emergency closing has not been declared due to inclement weather employees must make a personal judgment pertaining to his/her safety in traveling to and from work. Loss of work time for this reason will be charged against the employee’s annual leave or compensatory leave accumulation, if available. If there is no leave or insufficient leave accumulation available, then leave without pay will be charged. If the employee is not eligible to earn annual or compensatory leave, then the employee may be allowed to make up the time lost with institutional approval.

Regular part-time employees will be affected on a pro rata basis in each of the provisions listed above.

TBR Source: 5:01:01:11: TBR Meeting September 18, 1992; December 7, 2001 (Approved by Finance and Administration February 4, 2002); December 3, 2004 (Approved by Finance and Administration December 21, 2004; September 25, 2008

VSCC Source: March 23, 1999, President; January 6, 2009; President’s Cabinet; June 21, 2010, President’s Cabinet