

**COUNTY OF ORANGE, VIRGINIA  
PERSONNEL POLICIES MANUAL**

**ADMINISTRATIVE LEAVE FOR EMERGENCY OFFICE CLOSINGS**

**POLICY NO.: 5.8**

**EFFECTIVE: 9/01/06**

**REVISED: 4/27/10**

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**OVERVIEW:** This policy identifies circumstances under which the County government would close during its scheduled business hours, and the circumstances under which an employee may receive paid administrative leave.

**SCOPE:** This policy applies to all full time employees and those part time employees who are scheduled to work, and are impacted by the event necessitating the closing.

**PROVISIONS:**

A. Conditions Warranting Office Closings

At times, emergencies such as severe weather, fires, power failures or earthquakes can disrupt business operations. In extreme cases, these circumstances may require the closing of the work facility.

The County Administrator retains the authority to close County government offices in response to emergency, unsafe, or unsanitary work conditions. Any condition specific to one location regarding unsafe or unsanitary working conditions should be immediately reported to the County Administrator.

The department or agency head will notify employees if the closing decision is made during working hours. Employees are advised to listen to local radio and television announcements for notice of anticipated closings for offices that have not yet opened for the day. Employees are encouraged to call the closing hot line at 540-661-5399 more information.

B. Administrative Leave

1. Employees who were scheduled to work, but due to the closing cannot, will enter the number of approved administrative hours on their work record. If actual hours worked and administrative leave do not equal the employee's scheduled shift, accrued leave must be used unless additional hours are worked during the same pay cycle.
2. Employees not scheduled to work, do not enter administrative leave on their work record.
3. Non-exempt, full-time employees or employees that are required to work during an approved administrative leave will be paid their regular pay.
4. Administrative leave, in some instances may be substituted for previously approved time off. For example, if sick leave was approved in advance and then the purpose of the leave could not be fulfilled due to the same cause necessitating the closing, leave balances will not be charged. Approval of this substitution must be approved by the County Administrator. .

Part time employees are paid their regular pay only for hours worked during an approved administrative leave.