

Granting of Administrative Leave in Emergency Situations

Policy No.: 510-60

Effective: 4/24/06

POLICY:

Administrative leave is an authorized absence with pay, which may be granted to employees when it is determined that an emergency situation exists. Normally, administrative leave will be granted for only a short period of time.

Administrative leave may be authorized by the President (or designee), when it appears that the health or safety of employees may be jeopardized, and it is consequently deemed necessary for employees to vacate their work site. This policy establishes a procedure for making a determination that an emergency situation exists and that administrative leave should be authorized.

Campus Officially Closed:

If the campus is officially closed, eligible employees should be paid "administrative leave" if they were scheduled to work during the period of closure. However, employees on sick leave, vacation, or scheduled on a personal holiday or CTO, will be charged for that paid time off. Employees in a non-pay status, such as regular day off or disciplinary suspension, are not eligible for administrative pay. Collective bargaining agreements address this issue and the Office of Human Resources will provide guidance if there is to be any deviation from this standard.

Campus Officially Open:

When the campus is officially open and employees are not able to report to work, they must use accrued vacation, personal holiday, or CTO to remain in pay status. They also have the option of choosing a leave of absence without pay, as appropriate.

Partial Campus Closure:

If portions of the campus are closed, the emergency pay provisions of the collective bargaining agreement are available only to those employees working in an area that has been closed.

PROCEDURES:

When the President (or designee) determines that the granting of administrative leave is appropriate, affected departments will be notified directly.

RESPONSIBILITIES:

The President (or designee) is responsible for determining when an emergency situation exists that requires the granting of administrative leave.

REFERENCES:

[HR 2005-44](#)

FURTHER INFORMATION:

During inclement weather events or natural disasters, information will be placed on the following CSUN Website: <http://www.csun.edu/>. Faculty and staff can also call (800) 926-4286 for updated information. Additional questions related to the policy or procedures may be directed to **the Office of Human Resources at 818-677-2101**.

APPROVED BY THE PRESIDENT