Systemwide Services
Facility Closure/Administrative Leave Procedures

When a System Office facility closes due to inclement weather or other reasons, employees will be given Administrative Leave. If an employee feels that s/he cannot travel safely on a day when the System Office facility where s/he works remains open, the employee should use his or her own judgment about the safety of traveling to or from work and will use personal leave time as described in the procedure.

Procedure for 16 Central St., Bangor

1. The System Office location at 16 Central St., Bangor, may delay opening, close for a day, or close early due to inclement weather or other local considerations that make travel in the immediate area or use of the building unsafe. Closing of the facility in any of these ways results in Administrative Leave for employees.

2. Employees need to use their judgment about the safety of coming to work, and call in if they believe they cannot travel safely. If the office is open and an employee makes that choice, s/he will use annual leave, comp time, leave without pay or make the time up later, subject to supervisory approval.

3. A delayed opening may be used when travel conditions are poor, roads have not been cleared, or another temporary condition exists, but improvement is anticipated.

4. Decisions to delay opening or close the facility will be based on local Bangor area conditions (which may be dramatically different than outlying towns due to the capacity of the public works department, geography, and base road conditions).

5. The Director of Facilities Management and General Services or designee will make determinations about delayed opening or closure for a day.

6. Because employees may be required to make other adjustments to their schedules, messages about facility closing will be distributed through System Office Alert at the earliest time possible and by no later than 6:30 a.m. to announce delays or closings. All Central Street employees should register for System Office Alert at http://www.maine.edu/alerts/about.php. A second message will be sent later in the day if a delayed opening time changes.

7. A decision to close the facility earlier than 5 pm may be made based on the best information available regarding local weather, road or facility conditions. The decision will be made by the Chancellor or designee or other senior staff member available in consultation with the Director of Facilities Management and General Services. A decision to close early will be communicated to each department head (or an alternate if that person is not available) who is responsible for relaying the message to all department staff. An e-mail will also be sent to all staff clearly stating the times and locations affected by the closure.
8. Each department is responsible for identifying and informing any staff members who are considered “essential” and who are therefore expected to report to work during administrative leave. “Essential” staff members should be aware that during closures the entrances to the building may not be cleared of snow or ice and access may be difficult or hazardous.

9. Because some staff are regularly scheduled to work outside the normal business hours of 8:00 to 5:00 Monday through Friday, it is important to have a clear understanding of the hours of an administrative leave. Any day that the facility is closed the administrative leave is from 8 am until the beginning of the next business day unless otherwise specified. If the facility closes earlier than 5 pm the administrative leave will last until the beginning of the next business day unless otherwise specified.

10. The Office of Human Resources will issue a notice to all System Office employees outlining the process of notification for closings or delayed openings and encourage people to use their own judgment when conditions warrant. This notice should be distributed each fall to remind staff of the procedures.

Procedure for System Office locations other than 16 Central St., Bangor

1. System Office staff located at a university campus shall follow the campus determination of when administrative leave is declared based on local considerations.

2. Employees need to use their judgment about the safety of coming to work, and call in if they believe they cannot travel safely. If the office is open and an employee makes that choice, s/he will use annual leave, comp time, leave without pay, or make the time up later, subject to supervisory approval.

3. Each department is responsible for identifying and informing any staff members who are considered “essential” and who are therefore expected to report to work during administrative leave.

4. The Office of Human Resources will issue a notice to all System Office employees outlining the process of notification of closings or delayed openings and encourage people to use their own judgment when conditions warrant. This notice should be distributed each fall to remind staff of the procedures.