



# Unified Government Human Resources Guide

Effective 04-01-05

## SUSPENSION OF WORK

- I. Authority of Administrator to Suspend Work
  - A. The Administrator may open or close Unified Government facilities other than at their regular opening or closing times or otherwise suspend work because of adverse weather conditions, emergency situations or other circumstances in which the Administrator deems such action to be in the interest of the Unified Government or its employees.
  
- II. Effect of Suspension of Work on Compensation and Benefits
  - A. In the event of a delayed opening, early closing or other suspension of work, the following provisions shall apply:
    1. All employees who are allowed to report late, to leave early or not to report for work shall receive their regular pay for that day.
    2. Employees shall not be paid for more than their regularly scheduled hours unless they have worked authorized overtime beyond the normal work day. Employees shall not be entitled to additional compensation or benefits, including compensatory time based on the shortened work day.
    3. Employees on paid leave shall not have leave time restored to their balances.
    4. Employees on any approved leave without pay shall not be paid.