

**St. Clair County Commission**  
**Policy #45**  
**Granting of Facility Closure Administrative Leave when County Buildings are Closed**

There are times when the County Commission must vacate one or more county buildings to facilitate construction projects, approved events, or for other unforeseen situations, therefore, the County Commission adopts the following Facility Closure Administrative Leave Policy:

Administrative time off shall be granted to facilitate the County Commission's need to close or vacate one or more buildings for situations warranting facility closure. Examples of situations that may warrant facility closure and granting administrative leave may include, but will not be limited to, air conditioning or plumbing issues that may cause significant discomfort to county employees, construction projects where noise or construction traffic would cause intolerable discomfort, craft fairs, rallies, block parties or other tourism events that cause a significant disruption of normal government services. The County Commission may utilize its authority during some of these events to vacate county buildings in its sole discretion and place the impacted employees on Facility Closure Administrative Leave for some or all of the event in question.

If the County Commission authorizes Facility Closure Administrative Leave, all county employees not directly impacted by the facility closure will receive an equal amount of Facility Closure Administrative Leave to be taken as directed by their department head. Facility Closure Administrative Leave must be taken within thirty (30) days of the occurrence and will not count toward overtime. This is not an employee benefit and the employee loses the leave if s/he does not or is unable (e.g., staffing constraints will not permit) to complete the leave by the end of the thirty (30) day period following the last day of facility closure. This policy shall be used by the County Commission to facilitate the closing of County facilities for needs identified in this policy.

This policy shall become effective June 6, 2008.