

Office/Contact: Emergency Management

Source: SDBOR Policy 4.1.11; [SDBOR Guide to Administrative Leave](#)

Link: <https://public.powerdms.com/SDRegents/documents/1726693>

SOUTH DAKOTA STATE UNIVERSITY
Policy and Procedure Manual

SUBJECT: Emergency Closings

NUMBER: 10:7

1.

c. Closing the Campus

- i. The decision to close the University campus for an emergency, including
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2. A decision to cancel classes should be coordinated with other campuses

1. Non-essential, leave-accruing personnel will be granted paid administrative leave. Non-leave accruing temporary employees and students do not qualify for administrative leave.
2. Essential personnel must report to work at prearranged worksites, unless otherwise instructed. Those overtime eligible employees that are required to work will receive payment for the administrative leave hours (at a straight rate) plus the hours they were required to work.
 - a. If an overtime exempt employee is designated as essential and reports to work, they will not get “extra” hours and should not enter administrative leave.

9. If an employee has requested leave in advance of the notification of an emergency administrative leave, the employee will not be allowed to modify or delete their leave request unless they work as an essential employee or the emergency event prevented them from attending or participating in their planned leave activity.
10. Administrative leave will be granted only for the number of hours the University campus was administratively closed, not to exceed the number of hours for which the employee was scheduled to work.
11. If a part-time employee qualifies for leave, but their schedule varies from month to month, administrative leave is computed based on an average of the prior three months' hours worked to determine how many hours of administrative leave should be applied.
12. Leave accruing employees with hire dates on the date of office administrative closings will be paid administrative leave.
13. Salaried employees who were absent for any period must record the number of hours of paid administrative leave.
14. Overtime eligible employees may not voluntarily choose to work remotely during a University closure.

4. Responsible Administrator

The Vice President and General Counsel, successor, or designee, is responsible for annual and ad hoc review of this policy. The University President is responsible for approval of this policy.

SOURCE: Approved by President on 04/26/2016; Revised, Approved by the President on 09/17/2021. Revised; Approved by President on 05/23/2023. Revised 02/01/2024 (clerical).