

**ALLEGAN COUNTY  
POLICY/PROCEDURE**



**TITLE: CLOSURE PAY  
POLICY/PROCEDURE NUMBER: 202**

**APPROVED BY: Board of Commissioners**

**EFFECTIVE DATE: August 7, 2018, superseded prior policy**

**1. GENERAL:**

- a. For the purpose of determining “Closure Pay”, County closure conditions shall begin and end at the times stated within the Board Chairperson’s (or designee) written declaration and termination of closure conditions. The closure may be declared for specific areas, buildings, or organization wide and may be declared at any time.
- b. Employees scheduled to work that were directed not to report to work due to declared closure conditions shall receive their regular straight time hourly rate for time scheduled.
- c. Employees scheduled and required to work who did not report to work shall be charged leave time (PTO, Comp) for their scheduled shift. If the employee does not have leave time available the time shall be considered unpaid.
- d. Hourly employees scheduled and required to work that did report to work, shall receive one and one half (1 ½) times their regular straight time hourly rate for time worked.
- e. Hourly employees not scheduled to work, who were called into work and reported to work, shall receive one and one half (1 ½) times their regular straight time hourly rate for time worked (minimum two hours.)
- f. Employees who were off due to pre-authorized leave (PTO, Comp, Unpaid, etc.) shall utilize the appropriate leave time as it was originally approved.
- g. Employees not scheduled to work, who did not work, shall not receive closure pay.