

**APPROVED  
DECEMBER 2,  
2014**

Item #IV-17  
December 2, 2014

## **ADMINISTRATIVE CLOSURE POLICY**

**Submitted for:** Action.

**Summary:** This item presents a recommendation to establish a board policy regarding the use of administrative closure days. This will help clarify when the Illinois Board of Higher Education office will close on weekdays in response to inclement weather and conditions when it would be a threat to the IBHE employee's health and safety. In addition, this policy will authorize the administrative closure of the office for up to 2 days during the period of December 23 through January 2 each year.

**Action Requested:** That the Illinois Board of Higher Education authorizes the Executive Director or his/her authorized designee to (1) close the office on weekdays in response to a natural emergency or for reasons of employee's health and safety and (2) declare administrative closure for up to 2 additional working days between the period of December 23 and January 2 but only after consulting with the Board Chair.



STATE OF ILLINOIS  
BOARD OF HIGHER EDUCATION

**ADMINISTRATIVE CLOSURE POLICY**

An administrative closure policy for the office of the Illinois Board of Higher Education (IBHE) would provide the Executive Director with direction on when the Board deems it appropriate to close the office. This new policy is recommended for use in two situations.

The first situation is when inclement weather or any emergency, natural or manmade, may negatively impact the health and safety of IBHE employees. For example, during the winter of 2013-2014 when roads were impassable and travel was not recommended, the Executive Director wanted to close the office but his authority to do so was not apparent. Closing the office and providing a paid work day will ensure that our employees are not encouraged to travel during inclement weather and are not encouraged to report to an office that may not be safe during an emergency. A new Board policy on when to close the office would help remedy this situation and ensure that the Executive Director has the Board's consent.

The second situation is the office schedule during the traditional holiday season of December 23 through January 2. The policies at IBHE, our sister higher education agencies, and the state universities are to close on Christmas Day and New Year's Day pursuant to the state's six standard holidays for state employees (i.e. New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day). In addition, some offices are closed on the days preceding or following Christmas Day and New Year's Day. The administrative closure policy requires that the paid leave is justified economically and that there is no need for staff members to maintain operations during those times. This new Board policy would give the Executive Director, in consultation with the Board chair, the authority to declare up to two days of administrative closure during the traditional holiday season when the workload is reduced and there are no essential operations to maintain.

**Recommendation**

The staff recommends the adoption of the following resolution:

*The Illinois Board of Higher Education hereby:*

*(1) Authorizes the Executive Director or his/her designee to close the office on up to 2 weekdays in response to a natural emergency or for reasons of employee's health and safety, the Board Chair may authorize additional days, when warranted; and*

*(2) Authorizes the Executive Director to declare the office will be closed up to 2 additional working days during the period of December 23 and January 2 but only after consulting with the Board Chair; and*

*(3) Authorizes paid leave for IBHE employees when an administrative closure is declared; and*

*(4) Directs the IBHE staff to incorporate this policy into the Personnel Policies for the Illinois Board of Higher Education.*

