
 <p style="text-align: center;">State of Connecticut Department of Correction</p> <p style="text-align: center;">ADMINISTRATIVE DIRECTIVE</p>	Directive Number 2.20	Effective Date 12/03/2018	Page 1 of 2
	Supersedes Early Closings, Late Openings and General Closings, dated 09/30/2015		
Approved By:  Commissioner Scott Semple	Title Early Closings, Late Openings and General Closings		

1. **Policy.** The Department of Correction shall establish procedures for personnel regarding early closings, late openings and general closings.
2. **Authority and References.**
 - a. Connecticut General Statutes, Sections 3-1, 3-6a, 3-6b, 18-81, 28-1, 28-9 and 28-9a.
 - b. Administrative Directive 2.11, Employee Dependability.
3. **Definitions.** For the purposes stated herein, the following definitions apply:
 - a. **Emergency.** A natural or man-made disaster that requires federal emergency assistance to supplement state and local efforts to save lives and protect property, public health and safety or to avert or lessen the threat of a disaster.
 - b. **Level One Employee.** All Unit Heads and employees designated Hazardous Duty and therefore entitled to a Hazardous Duty (20 year or 25 year) retirement (depending on employment tier), except members of the P-3B bargaining unit, and any other personnel as designated by the Commissioner.
 - c. **General Closing.** The authorized closing of a designated state office(s) and/or state agency, with the normal exception of Level One 24 hour continuously operating facilities and/or agencies, during a day's normal business hours.
 - d. **Level Two Employee.** Any employee not defined as a Level One employee in Section 3(B) above.
4. **Governor's Announcement.** The Governor will announce early closings, late openings and general closings of state agencies/offices due to an emergency.
 - a. **Early Closing/Late Opening.** When the Governor directs an early closing/late opening, only those Level Two employees immediately affected, at work or scheduled to report to work, will be granted time off.
 - i. Any deviations from officially designated early closings or late openings cannot be considered time off without a charge to an appropriate leave designation, unless provided otherwise by a collective bargaining agreement.
 - b. **General Closing.**
 - i. When the Governor declares a general closing only those Level Two employees immediately affected will be granted time off.
 1. Any deviations from officially designated general closings cannot be considered time off without a charge to an appropriate leave designation, unless provided otherwise by a collective bargaining agreement.
 - ii. Level One employees shall be required to report for work, regardless of their work location, unless scheduled or granted time off.
 1. Should an essential employee be unable to report, the employee must notify the facility or work location in advance of the start of their scheduled shift in accordance with Administrative Directive 2.11, Employee Dependability.
 - iii. An employee may request use of a Personal Leave Day(s) to authorize the absence from duty.
 1. An employee who is denied use of a Personal Leave day and ordered to report to work, but does not report, shall be considered to be on unauthorized leave.
 - iv. A Level Two employee who was authorized to report during a general closing shall be paid for the day and granted compensatory time off for hours worked.

Directive Number 2.20	Effective Date 12/03/2018	Page 2 of 2
Title Early Closings, Late Openings and General Closings		

5. Exceptions. Any exception to the procedures in this Administrative Directive shall require prior written approval from the Commissioner.