

ALLEGAN COUNTY EMPLOYEE HANDBOOK

Category: Administrative Policy
Number: 202
Approved: March 10, 2005, supersedes prior policy
Subject: CLOSURE DAYS POLICY

1. **GENERAL:** When County buildings are closed due to inclement weather, employees will receive their normal pay. If the buildings are open and an employee is unable to report for work, the department head will give the employee a choice of deducting time from accumulated compensatory time, PTO time, or unpaid time if applicable.