



EMERGENCY CLOSING COMP LEAVE

TM

JOB AID TM-9 | QUOTA 27

The purpose of this job aid is to explain emergency closing comp leave including eligibility, accrual, usage, payout, error handling, reporting, and adverse weather.

Emergency Closing conditions are covered in the Emergency Closings policy: [Emergency Closings](#)

Employees (EEs) who are required to work during an emergency closing scenario are granted paid time off on an hour-for-hour basis for all hours recorded as Work During Emergency Closing (A/A 9514). Effective 10/1/2019, the hour-for-hour comp time must be used within 18 months of its accrual. If unused, the comp time expires and is not payable.

Eligibility

Not applicable. There is not a position or employee designation for Emergency Closing eligibility.

Accrual

Emergency Closing Comp hours will be accrued to a separate quota, Emergency Closing Comp Time (Quota 27). Hours accrued as Emergency Closing Comp Time will be accrued on an hour-for-hour basis for any Work during Emergency Closing that is recorded on the time sheet using A/A 9514. IT 9901 (Leave & Liability Aging), subtype 6030 (Emergency Closing Compensatory Time), will handle the aging and usage of the new quota. Since the quota is valid for 18 months and is not payable, aging records will have an expiration date 547 days from the date of accrual. There is no maximum limit for Emergency Closing Comp accrual.

Note: To prevent retroactive changes, the accrual of Emergency Closing Comp Time will occur only on or after January 1, 2013. If A/A 9514 has been recorded for a date prior to 1/1/2013, it will be processed only as time worked just as it has in the past.

Usage

Emergency Closing Comp Time (Quota 27) is part of the Approved Leave Hierarchy. The hierarchy is defined as follows and also includes new quotas for Callback Comp (Quota 23) and Incentive Leave (Quota 29).

- 22 - Holiday Comp Time
- 20 - Overtime Comp Time
- 21 - Gap Hrs Comp Time
- 23 - Callback Comp Time
- 26 - On Call Comp Time
- 24 - Travel Compensatory Time
- 27 - Emergency Closing Comp Time
- 29 - Incentive Leave
- 10 - Vacation Leave
- 31 - Adv Vacation Leave Allowed

Emergency Closing Comp leave taken will be paid on existing Wage Type 1323 (Emergency Closing Leave).
Emergency Closing Leave will be eligible for offset.

Payout

Not applicable. If Emergency Closing Comp Time hours remain unused for the duration of the 18 month payout period, they will expire without payment.

Error Handling

If an EE has a remaining balance for emergency Closing Comp (Q27) prior to the date stamp of 1/1/2013, message E5 will be generated as a hard stop error:

E5 - EC Comp Balance < 1/1/13

Reporting

A new series of "T Series" Time Types (T27X) is available for Emergency Closing Comp earned, used, offset, etc... Similar reporting Time Types are available for all other quotas. The Time Statement also will show Emergency Closing Comp Time in the event that an EE has activity for this quota in a given month.

Adverse Weather

Emergency Closing Comp Accruals are eligible for Adverse Weather (AW) Liability recovery in the event that an EE earns Emergency Closing Comp and has an existing AW Liability. Recovering AW liabilities with Emergency Closing Comp Accruals will be valid from 1/1/2013 forward, the same effective date of the new Emergency Closing Comp Time quota.

Emergency Closing Comp is included in the recovery hierarchy associated with IT 2012-ZAWA, which recovers outstanding liabilities from available quotas in the Approved Leave hierarchy.