

# UConn HEALTH

**POLICY NUMBER 2001-01**

**October 13, 2015**

**POLICY: EARLY CLOSINGS, LATE OPENINGS, AND GENERAL CLOSING  
UConn HEALTH CORRECTIONAL MANAGED HEALTH CARE  
POLICIES AND PROCEDURES:**

**NUMBER: UConn HEALTH A.1**

Effective Date: 2/4/99

Formulated Date: 2/4/99

Revised Dates: 11/1/01, 12/10/04, 3/1/06, 10/13/15

Reviewed (Dates if not Revised)

**POLICY STATEMENT:**

UConn Health Correctional Managed Health Care (CMHC) shall establish procedures for personnel regarding early closings, late openings and general closings involving UConn Health employees both at UConn Health and Department of Correction (DOC) correctional facilities.

The decision to close non-essential service units or modify work schedules will be made by the Chief Administrative Officer of UConn Health. **General closing announcements from any other State office, including the Governor's office or the Department of Correction, do not constitute authorization for any UConn Health unit to close or any UConn Health employee to be absent from work.** The Health Services Administrator will communicate any closing information to individual facilities. Employees may also call the **UConn Health information line at (860) 679-2001.**

On occasion, the nature of an emergency may require changes to the list of Essential Service/Non-Essential Service personnel for that incident only. In the event of changes, employees will be notified directly by their Health Services Administrator.

CMHC staff assigned to the UConn Health Farmington site shall be identified as non-essential unless individually specified by the Executive Director of CMHC. The following facility-based employees shall be considered essential consistent with the Department of Correction Administrative Directive 2.20: Health Services Administrators, Nursing Staff, Social Worker/Licensed Professional counselors, and Pharmacy Staff. All other CMHC facility based employees are identified as **non-essential** employees.

On occasion, there may be the need to close a specific area, building, or facility housing UConn Health employees due to a significant building malfunction or other serious incident. In those cases the decision to close will be made by the CMHC Executive Director, in consultation with the Chief of Police, Associate Vice President of Facilities Management, Vice President of Human Resources and Chief Administrative Officer, and communicated to employees through the Health Services Administrator.

**PROCEDURE:**

Only non-essential employees immediately affected will be granted time off (at work or scheduled to report to work). All other time off shall be charged to an appropriate leave designation with the approval of the Health Services Administrator. Specific instructions about time sheets will be communicated after each closing.

Essential employees shall be required to report for work, regardless of their work location unless scheduled or granted time off. Should an essential employee be unable to report, the employee must notify the Health Services Administrator in advance of the start of their scheduled shift, in accordance with Administrative Directive 2.11, Employee Dependability. An employee may request use of a personal leave day to authorize the absence from duty. 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.

A non-essential employee who was authorized to report during a general closing shall be compensated in accordance with contractual requirements and UConn Health policy.

**References:** Dept. of Correction, Administrative Directive 2.11, Employee Dependability and Administrative Directive 2.20, Early Closings, Late Openings, and General Closing; UCHC Closing Policy and Addendum.

Robert Trestman (Signed)

10/26/15

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**Robert Trestman, PhD, M.D.**  
**CMHC Executive Director**

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**Date**

Johnny Wu (Signed)

10/27/15

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**Johnny Wu**  
**CMHC Medical Director**

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**Date**

Andrew Agwunobi (Signed)

11/03/15

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**Andrew Agwunobi, M.D., M.B.A.**  
**Interim Executive Vice President for Health Affairs**

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**Date**

**Replaces:** UCHC A.1 dated February 4, 1999  
**Revised:** #2001-01, 11/1/01, 12/10/04, 3/1/06, 10/13/15