

STATE OF MICHIGAN

IN THE CIRCUIT COURT FOR THE COUNTY OF KENT

**IN RE: UNSCHEDULED COURT CLOSING LOCAL ADMINISTRATIVE
DUE TO WEATHER EMERGENCY ORDER: 2004-03**

At a session of said Court, held in the Kent County Courthouse
in the City of Grand Rapids, in said County on
May 25, 2004

Present: HONORABLE PAUL J. SULLIVAN
Chief Circuit Judge

IT IS HEREBY ORDERED, that:

This Local Administrative Order is issued pursuant to Michigan Supreme Court Administrative Order 1998-5, and after consultation with Mr. Daryl Delabbio, Administrator of the County of Kent, to provide for procedures for suspension of court operations and closure of court facilities due to weather emergencies. It is the court's intent to ensure that decisions regarding suspension of court operations are consistent with decisions made regarding county operations to the extent possible without undue disruption of service to litigants.

Suspension of Operations

The Chief Judge or as designated, the Circuit Court Administrator, will consult with the County Administrator to determine if a weather emergency will result in a decision to close the facilities where the court is located.

The decision to close the court will be announced by the Chief Judge, or persons the Chief Judge designates as responsible for making this announcement, to court employees and local law enforcement by a means to reasonably assure notice.

Public notice will be made by posting a notice at all court entrances and providing announcements over local radio and/or television station(s).

Employees' Time Off Due to Weather Emergencies

If the funding unit declares a weather emergency and closes the facility where the court is located, court employees will charge time off in a manner consistent with the way the funding unit treats its employees for that closure, unless a collective bargaining agreement contains provisions to the contrary.

If the court closes and releases its employees, but the funding unit does not, then court employees must use accumulated leave time or take unpaid leave, unless a collective bargaining agreement contains provisions to the contrary.

The court adopts the funding unit policy regarding closure due to weather which is as follows:

It is the responsibility of County government to provide services to County citizens under any and all conditions. The offices of the County government (and Court) will therefore remain open during weather and other emergencies. If a situation arises that causes facilities to close it can be done on an "ad hoc" basis. Employees who are unable to report to work on their regularly scheduled shift because of severe weather or other conditions which interfere with access to their work sites may use accumulated vacation leave or personal days to cover their absences. Employees who do not have sufficient accumulated vacation or personal hours to cover their absences will not be paid for time absent.

Paul J. Sullivan
Chief Judge