



14-B DISTRICT COURT

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HON. ERANE C. WASHINGTON
DISTRICT COURT JUDGE

HILARY B. BRALEY
MAGISTRATE

Administrative Order 2024 - 03

UNSCHEDULED COURT CLOSING DUE TO WEATHER EMERGENCY

Previous Local Administrative Orders Rescinded by this Order:

IT IS ORDERED:

This Local Administrative Order is issued pursuant to Michigan Supreme Court Administrative Order 1998-5. It is the court's intent to ensure that decisions regarding suspension of court operations are consistent with decisions made regarding township operations to the extent possible without undue disruption of service to litigants.

Suspension of Operations

The Chief Judge, Court Administrator, or other person designated by the Chief Judge will consult with the Municipal Services Director or other local official responsible for declaring weather emergencies to determine if a weather emergency will result in a decision to close the facility where the court is located.

The decision to close the court will be announced by the Chief Judge, Court Administrator, or person 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 on the 14B District Court website.

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 collective bargaining agreement regarding closure due to weather which is attached.

3.22.24

Effective Date:

Hon. Erane C. Washington,
Chief Judge 14B District Court

Article 40 - Acts of God

- A. Any employee reporting for work in their regular shift who is sent home through no fault of their own shall be paid for the remainder of their regular shift.
- B. Any employee who is unable to report to work on time due to weather conditions shall be allowed to use PTO time to make up for any lost pay that day, provided they give the Court Administrator as much notice as possible of their reporting late.
- C. The Court shall be required to attempt to notify employees by phone prior to the closing of the employer's place of business. If the Court closes the building for an act of God or for reasons related to the health and safety of the employees, affected employees shall not experience a reduction in pay nor shall they be required to use accumulated leave time to cover said closing. Any employee approved for and utilizing PTO at the time a building is closed will be charged with said PTO.