**Section 303.310 Emergency Shut-Down**

a) An agency may request an emergency shut-down of a facility when there occurs a disruption of work at the work site caused by a condition beyond the control of the agency, such as equipment failure, fire, flood, snow, tornado or other natural disaster, or interruption of essential services such as water or electricity.

b) An emergency shut-down may not exceed five consecutive work days, and requires prior approval of the Director or may be directed by the Governor's Office. It is the responsibility of the requesting agency to notify affected employees of this action. The agency shall attempt to reassign affected employees to alternative work locations during the period the facility is shut down. For employees the agency is unable to reassign, time in non-work status as a result of the emergency shut down is with pay. Those employees on approved sick leave or vacation at time of shut-down shall be reported in accordance with the prior approved absence.

(Source: Amended at 23 Ill. Reg. 13815, effective November 4, 1999)