

University of Louisville

OFFICIAL UNIVERSITY ADMINISTRATIVE POLICY

POLICY NAME (R*)

Temporary Remote Work, Closure, or Delays Due to Inclement Weather or Emergency Events

POLICY NUMBER (O*)

PER-1.11

INITIAL ADOPTION AND EFFECTIVE DATE (R*)

May 1, 1992

POLICY APPLICABILITY (R*)

This policy applies to University Administrators, Faculty, Staff, and Students.

REASON FOR POLICY (O*)

This policy establishes procedures and responsibilities for University of Louisville (University) operations during inclement weather or emergency events when the University is operating on a remote work schedule or is officially closed or delayed. It defines position designations (Essential Position vs. Non-Essential Position), outlines appropriate leave usage, and provides timekeeping instructions.

POLICY STATEMENT (R*)

The University of Louisville (University) operates as a publicly supported institution of higher education and presumes continuing services and instructional functions in so far as possible while upholding the highest level of safety standards. Only the President of the University, or the University Provost acting on the President's behalf, has the authority to determine the operating schedule of the University. All faculty, staff, students, and administrators should adhere to this policy and the guidelines within it.

When weather conditions or an emergency warrant a decision to deviate from normal operating schedules, UofL administration, when possible, will announce schedule changes for morning classes and office operations by 6:00 a.m. and for evening classes by 3:00 p.m. For the purpose of severe weather or emergency announcements, evening classes are those that begin at or after 4:15 p.m.

- A. Delayed Schedule - When administration announces a delayed schedule, it will delay the start time of classes/offices until a certain time and then

University of Louisville

OFFICIAL UNIVERSITY ADMINISTRATIVE POLICY

resume normal scheduling at that point. A delayed opening until 10:00 a.m., for instance, means that classes that start before 10:00 a.m. will be canceled. Classes that start at 10:00 a.m. or after will meet as regularly scheduled. If office openings have been delayed, employees shall start work at the delayed opening time.

- B. Closure – When administration announces campus closures, the campus(s) will remain closed until 12:00 a.m. unless otherwise noted during the closure announcement or unless notified the following day by 6:00 a.m. During campus closures, all in-person and online classes are cancelled and all non-essential offices are closed. Essential offices include those that provide clinical and patient care services and public safety services. Only employees in Essential Positions should report to campus. Employees in clinical and patient care and public safety roles should engage with their supervisor regarding their department's emergency closure procedures and their need to be on campus during closure.
- C. Remote Work - When administration closes campus and implements a remote work schedule for faculty and staff, non-essential offices will remain open and operate remotely. Essential offices will remain open and operate in person. In person classes will move to temporary remote instruction and online courses will operate as usual and in accordance with the schedule of classes. Employees who are not in an Essential Position and are able to work remotely are expected to do. Employees in Essential Positions should report to campus.
- D. Early Dismissal – When administration closes campus early, the campus(s) will remain closed until 12:00 a.m., unless otherwise noted during the closure announcement.

Note: If the University is operating on a normal schedule, the University will not make an announcement.

Department heads, managers, and supervisors shall identify which employees are in Essential and Non-Essential Positions in advance of inclement weather or other emergency situations and notify the employees of their designation and responsibilities. The department head must communicate expectations related to on-site coverage versus remote work needs and eligibility, employee schedule changes, and time reporting procedures. The department head shall also reevaluate and adjust position designations as the department's needs change. If there are extended delays, closures, or remote work schedules due to inclement weather or

other emergency situations, the department shall coordinate on-site coverage with employees in Essential Positions. Supervisors should manage this process thoughtfully and avoid arbitrary decisions, recognizing the inherent ambiguity of the situation.

METHODS OF NOTIFICATION

The University will provide official announcements regarding closures, cancellations or delays through the following sources:

1. A notice on the University home page at <https://www.louisville.edu>;
2. Text messages sent to students, faculty and staff who sign up for University alerts;
3. Alert messages sent to all dorm and office VoIP phones;
4. E-mails sent to students' and employees' university email accounts;
5. A recorded message at 502-852-5555; and
6. Local media will be contacted and made aware of the announcement.

RETURNING TO IN-PERSON OPERATIONS

- Employees are expected to return to their assigned workplace once normal operations resume.
- Employees unable to return to their assigned workplace must use accrued leave (vacation, sick, personal) in accordance with University leave policies.
 - [Vacation Leave Policy](#)
 - [Sick Leave Policy](#)
 - [Other Leaves with Pay Policy](#)
- Non-exempt employees who are unable to return to their assigned workplace and do not have sufficient leave available should not enter leave codes and may experience a gap in pay for any time not worked, unless alternative arrangements are approved by their supervisor.-Supervisors should assist their employees with proper time reporting and coding in Workday.

TIME REPORTING GUIDELINES

University of Louisville

OFFICIAL UNIVERSITY ADMINISTRATIVE POLICY

Employees are expected to follow the time reporting guidelines when the University is operating on a delayed schedule or is closed.

1. Hourly Non-Exempt Regular Employees (Employees who are in Non-Essential Positions Not Working During Closure or Delay):
 - Employees who do not work their standard workday while the University is closed or delayed should report the total work hours missed as "Emergency University Closure" or "EUC" on their timesheet or Workday absence calendar.
2. Hourly Non-Exempt Regular Employees (Employees who are in Essential Positions Working During Closure or Delay):
 - Employees should report all hours worked on their timesheet and if any of those hours are during the Emergency University Closure (EUC) timeframe they should also report "EUC" for those hours as well.
 - Employees on previously approved leave (e.g., vacation, sick, FMLA) during a University Closure Day should report their leave as scheduled and should not use the "Emergency University Closure" option.
 - Employees working third shift will adjust their time based on whether the closure happens during their shift:
 - If the University closes during the third shift: Employees who are actively working when the closure is announced should be compensated for the hours they worked prior to the closure. They should report those hours as usual (e.g., regular work hours).
 - For the remaining hours of the shift, if employees are sent home due to the closure, employees should record the missed time as "Emergency University Closure" for the remaining part of the shift.

Details for Salaried -Exempt Employees

Salaried exempt regular employees don't complete timesheets; however, salaried exempt regular employees who are designated as an Essential Position and work during a closure or delay may take time off later (typically within the same pay period), subject to prior approval from their supervisor.

University of Louisville

OFFICIAL UNIVERSITY ADMINISTRATIVE POLICY

DEFINITIONS

Essential Position

- On-site, in-person attendance is required when the University is operating on a remote work schedule, delayed schedule, or is closed.
- Examples of Essential Positions may include but are not limited to hospital and healthcare clinic employees, laboratory/research employees, facilities and maintenance staff, food service staff, environmental service staff, campus safety personnel, and certain IT support staff.
- When the University is operating on a remote work-only schedule, delayed schedule, or is closed, full attendance of regularly scheduled Essential Positions may not be required to meet the University's operational needs. Supervisors, at their discretion, shall assess and determine the operational requirements of their office/department on those days.

Non-Essential Position

- On-site, in person attendance is not required if the University is closed. If the University is operating on a remote work schedule, employees who can work remotely are expected to do so during their normal work hours/shifts. Employees unable to work remotely should not perform work unless directed by their supervisor.
- Examples of Non-Essential Positions may include but are not limited to student support services and university administrative offices.
- Supervisors are encouraged to consider authorizing an employee to work remotely if that employee can work effectively from a remote location. This includes employees who have established remote or hybrid work arrangements.

RESPONSIBILITIES

The University President (or designated University Provost) is responsible for determining the operating schedule of the University during inclement weather or other emergency situations as outlined in this policy.

Department heads, managers, and supervisors are responsible for

University of Louisville

OFFICIAL UNIVERSITY ADMINISTRATIVE POLICY

- determining which employees in their units are in Essential Positions and must work on-site when the University is closed, operating on a delayed schedule, or operating on a remote work schedule;
- informing employees in advance of their designation and responsibilities in the event of inclement weather or other emergency situation. University Human Resources recommends supervisors consider which of their team's on-site functions must continue, and which can be performed remotely; and
- Managers and supervisors are responsible for ensuring their teams are aware of remote work options, closure/delay details, and expectations during inclement weather or other emergency situations. Supervisors shall inform their employees if they are in an Essential Position and must work at their usual on-site locations or if they are allowed to work remotely. Managers and supervisors should also communicate with employees regarding how to report time off in accordance with the Time Reporting Guidelines within this policy.

The Human Resources Department is responsible for promoting and providing interpretation of this policy. Employees with questions about this policy, or their leave balances or eligibility, should contact Human Resources for assistance.

askhr@louisville.edu

RESPONSIBLE AUTHORITY (R*)

Vice President for Human Resources

RESPONSIBLE UNIVERSITY DEPARTMENT/DIVISION (R*)

Human Resources
215 Central Avenue, Suite 205
Phone: 502-852-6258
Email: askhr@louisville.edu

HISTORY (R*)

Revision Date(s): December 16, 2014; October 24, 2016; November 19, 2020; December 14, 2021 (minor edits); January 5, 2022; August 24, 2022 (minor edit); October 27, 2022; June 20, 2025

Reviewed Date(s): March 8, 2016; June 20, 2025

University of Louisville

OFFICIAL UNIVERSITY ADMINISTRATIVE POLICY

The University Policy and Procedure Library is updated regularly. In order to ensure a printed copy of this document is current, please access it online at <http://louisville.edu/policies>.

R* = Required O* = Optional