

# University of Louisville

## OFFICIAL UNIVERSITY ADMINISTRATIVE POLICY

### POLICY NAME (R\*)

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

**Commented [SD1]:** Do we need to consider a new policy name? **University of Louisville Temporary Remote Work, Closure, Delay and Leave Policy**

**Commented [JM2R1]:** I think a new name makes sense. Should it be clear in the name it is due to inclement weather or emergency events? See redlined suggestion for your all's consideration.

### 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. Promote the continued services and instruction of the university, while upholding the highest level of safety standards for all campuses; Belknap, HSC, and Shelby.

**Commented [SD3]:** Suggest changing this to: This policy establishes procedures and responsibilities for 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 vs. non-essential), outlines leave usage and provides timekeeping instructions.

**Commented [LB4R3]:** "... outlines appropriate leave usage, and..."

**Commented [LB5R3]:** I really like defining this out! I would agree this helps to clarify what is happening in the policy.

**Commented [JM6R3]:** Yes, I agree. See redlined suggestion.

### 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 curtail non-instructional programs determine the operating schedule of the University. ~~Therefore, a~~ All faculty, staff, students, and administrators should adhere to ~~the following guidelines:~~ 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

# University of Louisville

## OFFICIAL UNIVERSITY ADMINISTRATIVE POLICY

evening classes by 3:00 p.m. For the ~~purposes~~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 ~~cancel~~delay the start time of classes/offices ~~openings up to~~until a certain time and then resume normal scheduling at that point. A delayed opening until 10:00 a.m., for instance, means that classes that ~~end~~start before 10:00 a.m. will be canceled. Classes that start at 10:00 a.m. or after will meet as regularly scheduled. Students who normally would be in class at or after 10:00 a.m. should go wherever they would be at that time unless they have received other instructions from their instructor in advance. (Those previous instructions should be in the course syllabus.) If office openings have been delayed, ~~staff~~employees shall start ~~will report to~~work at the delayed opening time.

- ~~A.~~ 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. ~~regarding closures, cancelled or delayed schedules~~ 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.

B.

- C. Remote Work - When administration closes campus but 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. department heads, managers, and supervisors are responsible for identifying essential and non-essential positions and notifying employees of their designation and responsibilities. The department must also communicate expectations related to on-site coverage versus remote work

**Formatted:** Outline numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5"

**Commented [JM7]:** Thoughts on defining non-essential offices and essential offices? Also, UL Hospital should not be included as it is a separate legal entity and we cannot hold employees at a separate entity accountable for compliance with this policy.

**Formatted:** Font color: Gray-85%

**Formatted:** Font color: Gray-85%

# University of Louisville

## OFFICIAL UNIVERSITY ADMINISTRATIVE POLICY

~~needs and eligibility, employee schedule changes, and time reporting during closures or emergencies, essential or non-essential position designations as departmental needs change, and coordinate on-site coverage for essential roles when necessary during extended remote operations.~~

B.

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.

C.

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

B. The University will provide official information announcements regarding closures, cancellations or delays via 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;

**Commented [LB8]:** I am not sure what this means. This may be referring to the essential v. non-essential designation of an employee? If so, I would adjust to the following:

"... adjustments to essential or non-essential position designations as departmental..."

**Commented [LB9]:** I added a line regarding on-site v. remote above, and this may be redundant.

**Formatted:** Font: Verdana, Font color: Gray-85%

**Formatted:** Outline numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.5" + Indent at: 0.5"

**Formatted:** No bullets or numbering

**Formatted:** Font: Verdana, Font color: Gray-85%

**Formatted:** Font: Verdana, Font color: Gray-85%

**Commented [LB10]:** I added a line regarding on-site v. remote above, and this may be redundant.

**Formatted:** Font: Verdana, Font color: Gray-85%

**Formatted:** No bullets or numbering

# University of Louisville

## OFFICIAL UNIVERSITY ADMINISTRATIVE POLICY

3. Alert messages sent to all dorm and office VoIP phones;-
4. E-mails sent to students' and employees' ~~on their~~ university email accounts;-
5. A recorded message at 502-852-5555; ~~and-~~
6. Local media ~~also~~ will be contacted and made aware of the announcement; ~~but the most reliable sources are those above.~~
- 5.

Formatted: Indent: Left: 1", No bullets or numbering

### 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

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

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Formatted: Space After: 12 pt

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.

# University of Louisville

## OFFICIAL UNIVERSITY ADMINISTRATIVE POLICY

### 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.

Formatted: Font: Not Bold

Formatted: Font: Not Bold

### 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. Guidelines for campus(s) and clinic closure—The UofL administration will provide instruction in the notification as to what areas of the university are affected by the alternate schedule or closure. UofL Clinical staff are required to check with their respective clinic regarding openings/closings during inclement weather or an emergency.

Commented [LB11]: You may want to clarify what would happen if they remained working if they were on third shift.

Formatted: Font: Not Bold

Formatted: Font: Verdana

Formatted: Space Before: Auto, After: Auto, Line spacing: Multiple 1.08 li

Formatted: Font: Verdana

Formatted: Font: Verdana

The following guidelines will be followed in the event that campus(s) and laboratories are closed, open on a delayed schedule or close early as a result of extreme weather conditions or an emergency:

All regular employees who are scheduled to work shall be granted administrative leave with pay during those hours when the university has

Formatted: No bullets or numbering

Formatted: Indent: Left: 1"

# University of Louisville

## OFFICIAL UNIVERSITY ADMINISTRATIVE POLICY

~~been officially closed as a result of the action of the President or University Provost.~~

6. ~~Classified staff required to work during a period of announced university closing in order to perform essential or specialized services shall be paid at a regular, straight time rate for the hours worked up to 40 hours in a workweek and shall, in addition, be paid at a straight time rate for an equal amount of time.~~

- C. ~~Guidelines for Faculty and Staff Unable to Work due to Inclement Weather~~  
Employees may determine whether it is feasible to come to work because of hazardous conditions in their areas, even though the university is open. All faculty and staff must notify either their department chair/department head or supervisor in advance regarding any delay in reporting to work due to inclement weather conditions.

~~Staff who need to miss work due to weather conditions must work with their supervisor to account for their leave with appropriate leave options. Examples of such leave are as follows:~~

1. ~~Take personal leave (classified staff); or~~
2. ~~Take vacation leave;~~
3. ~~Take leave without pay; or~~
4. ~~Combine two or more of the preceding.~~

### DEFINITIONS

#### Essential Positions

- o ~~On-site, in-person attendance is required when the University is operating on a remote work schedule, delayed schedule, or -or- is delayed/closed.~~
- o ~~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.~~
- o ~~When the University is operating on a remote work-only schedule, delayed schedule, -or- delayed/closed status is closed, full attendance of regularly scheduled Essential Positions may not be required to meet~~

Formatted: Indent: Left: 1", No bullets or numbering

Commented [SD12]: Suggesting to add in these guidelines that address manager responsibilities, essential vs. non essential positions, and timekeeping instructions with links back to instruction documents.

Commented [JM13R12]: Moved from procedures to guidelines within the policy statement section.

Formatted: Font: Verdana, Bold

Formatted: Normal, No bullets or numbering

# University of Louisville

## OFFICIAL UNIVERSITY ADMINISTRATIVE POLICY

~~the University's business operational needs. Supervisors, at their discretion, will~~ shall assess and determine the operational requirements of their office/department during University Remote Work Schedule, delays and University Closure on those days. -Days-

### Non-Essential Positions

- 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.
- ~~Those employees who cannot work remotely should not work unless specifically contacted by their supervisor and advised to work.~~

Formatted: Font: Verdana, Bold

Formatted: Normal, No bullets or numbering

Formatted

### 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.

### ~~A-~~ Department heads, managers, and supervisors Responsibilities are responsible for

- ~~d~~Department Heads/Managers/Supervisors should determine which employees in their units are in Essential P which positions in their units are essential and must work on-site when the University is closed, operating on a /delayed schedule, -or operating on a remote work schedule; -
- ~~Department Heads/Managers/Supervisors are responsible for i~~informing employees in advance of their designation and responsibilities in the event of

Commented [JM14]: I've changed this section from Procedures to Responsibilities.

Formatted: Font: Not Bold

Commented [JM15]: The header is "Supervisor Responsibilities" but then it states department heads, managers, and supervisors. Would it be more appropriate to revise the header to state, "Department Heads, Managers, and Supervisors are responsible for: ...."?

Commented [SD16R15]: Changed to Department heads, managers, and supervisors

Commented [JM17]: Is manager needed? Consider just Department Head/Supervisor

Formatted: Normal

# University of Louisville

## OFFICIAL UNIVERSITY ADMINISTRATIVE POLICY

inclement weather or other a-emergency situation. ~~university emergency.~~  
~~UofL 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 Managers/Supervisors are~~  
~~responsible for ensuring that 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 that if they~~  
~~are in an Essential Position and must work at their usual on-site locations or~~  
~~if they shall are allowed to -work remotely. Managers and s/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. Supervisors may need to~~  
~~change a position's designation depending on departmental needs at~~  
~~the time.~~

—~~Supervisors are encouraged to allow essential positions to rotate on-~~  
~~site coverage during extended periods of closure (e.g., multiple days).~~  
~~Supervisors should manage this process thoughtfully and avoid~~  
~~arbitrary decisions, recognizing the inherent ambiguity of the situation.~~

—

### Time Reporting Guidelines

#### When the University is Closed or Delayed:

#### How to complete your timesheet in Workday:

- ~~Hourly Non-Exempt Regular Employees (Non-Essential Employees 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 hours missed as~~  
~~"Emergency University Closure" on their timesheet or Workday~~  
~~absence calendar.~~
- ~~Hourly Non-Exempt Regular Employees (Essential Employees Working During~~  
~~Closure or Delay):~~
  - ~~Employees should report all worked hours on their time sheet and if~~  
~~any of those hours are during the **Emergency University Closure**~~  
~~(EUC) timeframe they should also report EUC for those hours as well.~~

**Formatted:** Don't add space between paragraphs of the same style, Bulleted + Level: 2 + Aligned at: 0.75" + Indent at: 1"

# University of Louisville

## OFFICIAL UNIVERSITY ADMINISTRATIVE POLICY

- ~~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 if 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 they are sent home due to the closure, employees should record the missed time as "Emergency University Closure" for the remaining part of the shift.~~

**Commented [LB18]:** You may want to clarify what would happen if they remained working if they were on third shift.

### Details for Salaried Exempt Employees

- ~~Salaried exempt regular employees don't complete timesheets; . However, salaried exempt regular employees who are designated as essential 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.~~

### 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.~~
  - ~~Pol Vacation Leave — Policy and Procedure Library~~
  - ~~Pol Sick Leave — Policy and Procedure Library~~
  - ~~Pol Other Leaves with Pay — Policy and Procedure Library~~
- ~~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. Employees unable to report to their assigned work locations must use accrued leave (vacation, sick, or personal) in accordance with university policy. Employees without sufficient leave must use unpaid time off.~~

**Formatted**

**Commented [LB19]:** How is this different from bullet 2?

**Commented [SD20R19]:** It is redundant...I am deleting but will add in link to leave policies

# University of Louisville

## OFFICIAL UNIVERSITY ADMINISTRATIVE POLICY

~~Supervisors should assist with proper time reporting and coding in Workday.~~

Employees with questions about this policy, or their leave balances or eligibility, should contact Human Resources for assistance. [askhr@louisville.edu](mailto: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](mailto: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

**Commented [JM21]:** This will be updated to the actual date approved revisions are effective.

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**