

PER 1.11 – Inclement Weather and Emergency Closure or Delays
Policy Application Guide

Policy Application - Section E.1.: *“All employees who are scheduled to work shall be granted administrative leave with pay during those hours when the university has been officially closed as a result of the action of the President or University Provost.”*

Examples of Policy Application – Section E.1.:

- **Pre-Planned Vacation:** An employee, either classified or exempt, who has approved vacation scheduled on a date in which the University announces a full-day closure, delay or early release due to inclement weather or emergencies must use their accrued vacation time for the full amount of hours equivalent to the approved vacation time.
 - o Examples:
 - An employee has a vacation day scheduled for Thursday. On Thursday morning at 5:30am the University announces a closure due to inclement weather. The employee must use a full day of vacation time, whether they are classified or exempt.
 - A forty-hour employee, working an 8:30am – 5:00pm shift, has a partial vacation day (4 hours) scheduled to begin Friday at noon. On Friday morning at 5:30am the University announces a full-day closure due to inclement weather. The employee must use accrued vacation leave for 4 hours and will receive administrative pay (using code ‘WEA’ if classified) for the remaining 4 hours.

- **Pre-Planned Sick Day Usage and Sick Day Call-ins Prior to Closure:** An employee, either classified or exempt, who has scheduled a day of sick leave, or calls in noting a need to be out for sick leave purposes prior to the announcement of a full-day closure, delay or early release due to inclement weather or emergencies, must use their accrued sick leave for the full day or, if pre-planned, the portion of time which was pre-planned sick leave.
 - o Examples:
 - An employee sent an e-mail to their supervisor at 4:00am stating they will be out of the office for the day due to an illness. At 5:30am the University announces a closure due to inclement weather. The employee must use a full day of sick time, whether they are classified or exempt.
 - An employee, working an 8:00am – 4:00pm shift, has scheduled sick time for an appointment on Monday between 2:00pm and 4:00pm. On Monday, the University announces a full-day closure due to inclement weather. The employee must use sick leave for 2 hours and will receive administrative pay (using code ‘WEA’ if classified) for the remaining 5.5 hours.

- **Pre-Planned Personal Day Usage and Personal Day Call-ins Prior to Closure:** A classified employee who has scheduled a day of personal leave, or calls in noting a need to be out due to personal leave purposes prior to the announcement of a full-day closure, delay or early release due to inclement weather or emergencies, must use their accrued personal leave for the full day or, if pre-planned, the portion of time which was pre-planned personal leave.

- Examples:
 - An employee scheduled a personal day for Wednesday. On Wednesday, the University announces a closure due to inclement weather. The employee must use a full day of personal leave.
 - An employee, working a 12:00pm-8:00pm shift, has scheduled personal leave for 12:00pm-4:00pm on Tuesday. On Tuesday, the University announces a delayed opening, beginning at noon. The employee must use personal leave for 12:00pm-4:00pm and must report to work as scheduled at 4:00pm.

- **Employees on Leave:** An employee, either classified or exempt, who is on approved leave (FML, TML or Parental) will not receive administrative leave for full-day closures, delays or early releases. The employee must continue to utilize their accrued leave, or continue in non-pay status for the day if they have exhausted their accrued leave, whichever is applicable.
 - Examples:
 - A classified employee is currently on parental leave. Today, the University closed due to inclement weather. The employee must utilize their parental leave for the day.
 - An exempt employee is currently on Family Medical Leave (FMLA), using accrued sick leave to remain in paid status. Today, the University closed due to inclement weather. The employee must continue to utilize their accrued sick leave for the day.

- **Inability to Report to Work Notifications (not applicable to designated critical employees):** An employee, either classified or exempt, who has notified their supervisor they cannot safely travel to work due to hazardous conditions, and the University subsequently announces a full-day closure, delay or early release, will be granted administrative leave (using code 'WEA' if classified) for the portion of their missed shift which occurred during the time the University was closed. An employee, either classified or exempt, who has notified their supervisor they cannot safely travel to work due to hazardous conditions, and the University does not announce a full-day closure, delay or early release, must work with their supervisor to account for their leave with appropriate leave options. Examples of such leave are: personal leave (classified staff only), vacation leave, making up lost time during the same workweek, taking leave without pay, or a combination of the options. **NOTE: For employees who are designated as a "critical employee," refer to your department policy for instances in which critical employees call-in stating they cannot safely travel to work.*
 - Examples:
 - An employee, working an 8:00am-4:00pm shift, contacted their supervisor at 5:00am stating they are unable to report to work due to the inclement weather conditions. At 5:30am, the University announces a full-day closure due to inclement weather. The employee will receive administrative leave for their entire shift.
 - An employee, working an 8:00am-4:00pm shift, contacted their supervisor at 7:00am stating they would be unable to report to work due to hazardous conditions. At 10:00am, the University announces an early release will occur at noon. The employee must use their own appropriate leave options to cover their hours from 8:00am and 12:00pm, however, they will receive administrative leave for the duration of the shift because the University was closed.

Policy Application - Section E.2.: *“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.”*

Examples of Policy Application – Section E.2.:

- **Hours Paid at Double Time Rate:** Classified employees who work during a time in which the University has closed for inclement weather or emergency will be paid double time for hours actually worked during a University closure time.

○ Examples:

- A designated critical employee (classified), working a 6:00am-2:00pm shift, reports to work as required after the University announces a full-day closure at 5:30am. The employee will receive double time pay for 7.5 hours.
- A classified employee (not designated critical), working an 8:30am-5:00pm shift (with a one hour lunch), reported to their shift as normal at 8:30am. At 10:00am, the University announced an early release for noon. At 11:00am, their supervisor asked the employee to stay until 3:00pm in order to finish an emergent, deadline mandated project. The employee remains at work until 3:00pm. The employee will be paid for 3 hours of double-time (subtracting lunch as appropriate), and will be paid 4.5 hours straight administrative leave. **NOTE: The University expectation is that employees will not be asked to report to work during a University closure unless they have been previously designated a “critical employee.” In rare cases, supervisors may ask employees to work during a closure in order to complete an emergent or deadline specific task.*

- **Using Flex Time in Lieu of Double Time:** A department may not ask an employee to flex their time during the work week in lieu of being paid double time for actual time worked during a University closure.

○ Example:

- On Monday, after a University closure is announced, your supervisor requires a classified employee to report to the office for three hours in order to meet a deadline. On Tuesday, the supervisor asks the same employee to stay home for six hours to offset the cost. The employee must be paid double time for the three hours of work; reducing hours later in the week is considered flexing time and cannot be done.