

Inclement Weather Guidelines for Non-Essential Employees

In instances where there is an inclement weather situation, **non-essential** employees may contact their supervisor to request that they work remotely. If the supervisor declines their request, they may elect to utilize the appropriate leave time if they do not feel it is safe to travel to work. Appropriate leave is vacation, AL, comp, or floating holiday. Such leave time shall be liberally granted during inclement weather situations.

When the university closes for the entire day and **non-essential** employees are not required to report to work, such employees will be paid for that day and will not be charged leave time for that day or portion of that day. The earning code 501 will be used on time sheets for the time. Non-essential employees on leave or who had requested leave (pre-approved Vacation, AL, Sick, FMLA, Furlough, Comp day, Floating Holiday, etc.), for all or part of that day, shall not have their leave re-credited or adjusted and will be charged with whatever leave time that was originally requested. Non-essential employees who do report to work, or who work beyond the early release time (until their normal ending time), will not receive any additional time off or payment of overtime unless specifically allowed under the employee's negotiations unit agreement.

In the event of a declared late opening, non-essential employees who have a start time prior to the late opening time will be allowed that additional time to arrive at work at the announced time. If they do not feel it is safe to travel to work, they may contact their supervisor to request that they work remotely. If the supervisor declines their request they will be charged a full day of appropriate leave time. Non-essential employees who have a normal start time after the late opening time will not be afforded additional time to report to work and should report at their normal start time.

In the event of an early closing and release of non-essential employees, non-essential employees who did not report to work that day and who did not have the approval of their supervisor to work remotely will be charged a full day of appropriate leave time.