

Winter Weather Procedures

(Updated 2/18/2015)

In those instances of extreme adverse weather the university president or designee may cancel classes and close university offices. In the event of such closing the time reporting procedures for non-essential employees are found in this document.

The President of each university shall designate as essential those functions that are necessary for the continuing operation of the university or for the health and safety of the university community. Employees designated essential will not be excused from work and shall be notified in advance.

Reporting of time for non-essential employees

- **University is closed for the day**
 - Employees that are previously approved/scheduled to use earned time (PL or Vacation) are required to charge the day to the requested accrual.
 - All other employees report WW (winter weather) and are paid for all scheduled hours.

- **University opens late or closes early**
 - Employees that are previously approved/scheduled to use earned time (PL, Vacation) are required to charge their time to the requested accrual.
 - Employees code WW (winter weather) for all scheduled hours prior to late opening or after early closing.
 - In the event an employee chooses not to report for a late opening, such employee must use accrued benefit time for scheduled hours while university is open.
 - Example: university opens at 10:00 a.m. and employee was scheduled to report at 8:00 a.m. Employee is 8-hour per day employee who works 8:00-5:00. Employee decides they are either unable or wish not to report to work that day. The employee reports 2.00 hours WW, 6.00 hours benefit time (PL, Vacation, Sick)
 - In the event an employee chooses to leave prior to early close, such employee must use accrued benefit time to cover hours not paid as WW.
 - Example: university closes at 1:00 p.m. due to weather. Employee is 8-hour per day employee who works 8:00-5:00. The employee chooses to leave at 11:00 a.m. rather than stay until 1:00 p.m. close. Employee reports 3.00 hours worked, 4.00 hours WW, and 1.00 hour benefit time (PL, Vacation)

- **University Assistants, Grad Interns, Student Workers**
 - These employees are not eligible for winter weather hours and should only report actual hours worked.