

Adverse Weather & Emergency Event Conditions

Condition 1 – Reduced Operations

Classes	Non-Mandatory Employees	Mandatory Employees
Classes are generally in session and the University is open, but some operations may be reduced. During adverse weather and other emergency event conditions, employees should take reasonable precautions for their personal safety.	<p>Non-mandatory employees who do not report to work or report to work late are responsible for communicating with his or her supervisor in a timely manner about all such decisions and are required to use accrued compensatory time, if available, annual leave, personal observance leave, special leave, bonus leave or leave without pay (LWOP).</p> <p>Non-mandatory employees with supervisor approval may opt to “make up” time missed during the event (within 90 days from the date of the event) instead of charging leave.</p> <p>Remote work is permissible, depending upon the nature of the employee’s job and with the supervisor’s prior approval. Non-mandatory employees may also arrange for alternative work locations with prior supervisor or manager approval.</p>	<p>Mandatory employees must report to or remain at work.</p> <p>Remote work is permissible, depending upon the nature of the employee’s job and with the supervisor’s prior approval.</p>

Condition 2 – Suspended Operations

Classes	Non-Mandatory Employees	Mandatory Employees
Classes are canceled and the University is open on a very limited basis with only mandatory operations functioning.	<p>Non-mandatory employees must leave or not report to work and are required to use accrued compensatory time, if available, annual leave, personal observance leave, special leave, bonus leave or leave without pay (LWOP).</p> <p>Non-mandatory employees with supervisor approval may opt to “make up” time missed during the event (within 90 days from the date of the event) instead of charging leave.</p> <p>Remote work is permissible, depending upon the nature of the employee’s job and with the supervisor’s prior approval. Non-mandatory employees may also arrange for alternative work locations with prior supervisor/manager approval.</p>	<p>Mandatory employees or those temporarily assigned as mandatory must remain at or report to work.</p> <p>Remote work is permissible, depending upon the nature of the employee’s job and with the supervisor’s prior approval.</p>

Condition 3 – Closure

Classes	Non-Mandatory Employees	Mandatory Employees
Classes are canceled and the University is closed. This can apply to the entirety of the university or one or more specific buildings based on the type of incident involved.	Non-mandatory employees do not report to work and are not required to make up time to cover the adverse weather absence.	All or only a limited number of mandatory employees must remain at or report to work, as directed by their manager and/or supervisor. Note: Employees designated as mandatory but who are not needed for a particular adverse weather or other emergency event, (as approved by their supervisor) are not permitted to report to or remain at work.

Reminders
1. Non-mandatory and mandatory employees with approved remote work authorization under Condition 1 and/or Condition 2 will code their leave report as you normally would. An exception applies if mandatory non-exempt.
2. Employees on pre-approved leave must charge to the appropriate leave taken category.