MEMORANDUM

TO:        Vice Presidents, Deans, Directors, and Department Chairs

FROM:     Dale O. Anderson

RE: Treatment of Weather-Related Leave Time for October 29 and 30, 2012 (closure due to Hurricane Sandy)

The following guidelines pertain to the campus closure on October 29 and 30, 2012 due to Hurricane Sandy. The campus was under a “Declared Emergency Condition” from 12:00AM on 10/29/2012 through 11:59PM on 10/30/2012. The campus reopened on 10/31/2012.

NON-ESSENTIAL EMPLOYEES

Except as noted below, non-essential Regular and Contingent 2 staff who were scheduled but did not work during the Declared Emergency Condition should be given administrative leave to cover the portion of their workday covered by this memorandum. Non-essential employees who reported at their normal workday start time on 10/29/2012 are not entitled to compensatory time or additional pay.

ESSENTIAL EMPLOYEES

Essential employees were expected to report to work as usual. Non-Exempt Regular and Contingent 2 essential employees will receive compensatory time or additional pay for the portion of their regularly-scheduled shift that was covered by the Declared Emergency Condition, in addition to the hours worked. The compensatory time off or cash payment shall be in accordance with the employee’s overtime payment status and relevant personnel policy on work hours and overtime.

Employees whose regularly-scheduled shift did not include 10/29/2012 and/or 10/30/2012, but who were required to work any portion of the Declared Emergency Condition, shall receive compensatory leave or additional pay for the hours worked, in accordance with the employee’s overtime payment status and relevant personnel policy on work hours and overtime.

EMPLOYEES IN A LEAVE STATUS

Employees who were scheduled for approved annual leave, sick leave, personal leave, compensatory leave, or approved leave without pay leave on 10/29 and/or 10/30/12, are considered “in a prior leave status” under applicable policy, and as such, are not covered by the provisions of this memorandum. Those employees who were in a prior leave status shall have their leave charged according to what had been approved/scheduled on these days. Furthermore,
employees who were on any type of unpaid leave when the Declared Emergency Condition began are also considered to be in a “prior leave status” under applicable policy, and are not covered by the provisions of this memorandum.

**PHR Timesheets and Pre-Populated Leave**

Please note that 8 hours of administrative leave has already been populated on the PHR timesheets for all full-time Regular and Contingent 2 staff employees for Monday, October 29, 2012 and Tuesday, October 30, 2012. Because employees’ work and leave schedules vary, it is incumbent upon employees and their supervisors to confirm that the administrative leave that appears on the timesheet is appropriate for the employee’s schedule. Employees/supervisors should also make any adjustments necessary pursuant to provisions of this memorandum.

For faculty who record leave in the PHR system, the duty days should be removed and a comment should be added to the Notes box to indicate admin leave on the days covered by this memorandum.

Should you have any additional questions concerning how admin leave should be recorded, please contact the PHR Service Center at 301.405.7575.

cc: PHR Creators and Approvers