MEMORANDUM

TO: Vice Presidents, Deans, Directors, and Department Chairs
FROM: Dale O. Anderson

The following guidelines pertain to the delayed opening of the campus on Monday, January 28, 2013 due to inclement weather. **On this day, the campus was closed under a “Declared Emergency Condition” from 6AM to 11AM.**

**NON-ESSENTIAL EMPLOYEES**

Except as noted below, non-essential Regular and Contingent 2 employees who were scheduled but did not work during the period of the Declared Emergency Condition should be given administrative leave to cover their the portion of their workday covered by this memo. Non-essential employees who reported at their usual start time on 1/28/2013 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 designated as Essential 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 additional pay shall be in accordance with the employee’s overtime payment status and relevant human resources policy on work hours and overtime.

Employees whose regularly-scheduled shift did not include 1/28/2013, 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 1/28/2013 are considered “in a prior leave status” under applicable policy, and as such, are not covered by the provisions of this memorandum. These employees shall have their leave charged according to what had been approved/scheduled on this day. 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,” and are not covered by the provisions of this memorandum.

**Employees who did not report to work when the University opened at 11AM on 1/28/2013 are ineligible for the administrative leave granted under this Declared Emergency Condition.**

Should you have any questions concerning the treatment of leave time, please contact the PHR Service Center at 301.405.7575.

cc: PHR Creators and Approvers