MEMORANDUM

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

FROM: Dale O. Anderson

RE: Treatment of Weather-Related Leave for February 12-14, 2014

The following guidelines pertain to the closure of the University due to weather-related conditions on February 12-14, 2014. The “Declared Emergency Condition” began at 7:00PM on Wednesday, February 12, 2013 and ended at 11:59PM on Friday, February 14, 2014.

NON-ESSENTIAL EMPLOYEES

Except as noted below, non-essential Regular and Contingent Category 2 (“C2”) employees who were scheduled but did not work during the period of closure should be given administrative leave to cover their the portion of their workday(s) covered by this Declared Emergency Condition.

ESSENTIAL EMPLOYEES

Employees designated as “Essential” were expected to report to work as usual. Essential Nonexempt Regular and C2 employees will receive compensatory time or additional pay for the portion of their regularly-scheduled shift(s) covered by the Declared Emergency Condition, in addition to the actual hours worked. The compensatory time off or cash payment 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(s) did not include the period covered by the Declared Emergency Condition but who were required to work during this time shall receive compensatory leave or additional pay for the hours worked, in accordance with the employee’s overtime payment status and relevant human resources 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 during the period of closure 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 these days. Furthermore, employees who were on any other 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.

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