MEMORANDUM

TO: Vice Presidents, Deans, Directors and Department Chairpersons

FROM: Dale O. Anderson, Director of University Human Resources

RE: Treatment of Weather-Related Leave on December 10, 2013

The following guidelines pertain to the closure of the campus on Tuesday, December 10, 2013 due to inclement weather. On this day, the campus was closed under a “Declared Emergency Condition” from 6:00AM to 11:59PM.

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 the portion of their workday covered by the provisions of this memo. Non-essential employees who reported on 12/10/2013 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 employees 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 12/10/2013, 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 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, parental leave, or approved leave without pay leave on 12/10/2013 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.

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