MEMORANDUM

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

FROM: Jewel Washington, Assistant Vice President, University Human Resources

RE: Treatment of Weather-Related Leave for February 16-17, 2015

The following guidelines pertain to the closure of the University due to weather-related conditions on February 16, 2015 and February 17, 2015. The campus was under a “Declared Emergency Condition” from 3 p.m. on Monday, February 16, 2015 through 11:59 p.m. on Tuesday, February 17, 2015.

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 portion of their workday(s) covered by this Declared Emergency Condition. Non-essential employees who reported at their normal workday start time on February 16, 2015 or February 17, 2015 are not entitled to compensatory time or additional pay.

ESSENTIAL EMPLOYEES

Essential employees were expected to report to work as usual. Nonexempt Regular and C2 Essential 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 on February 17, 2015 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 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

For February 16, 2015, administrative leave has not been coded on the PHR timesheets. Regular and Contingent 2 employees should record administrative leave on this day, if appropriate, under the provisions of this memorandum. For February 17, 2015, PHR timesheets for all full time Regular and C2 employees are pre-populated with 8 hours of administrative leave if no previous leave was recorded on that day. Employees/supervisors should make any adjustments necessary pursuant to 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