March 15, 2017

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

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


The following guidelines pertain to the closure of the University during the "Declared Emergency Condition" that occurred Monday, March 13, 2017 at 9:00 p.m. thru Tuesday, March 14, 2017 at 11:59 p.m.

NON-ESSENTIAL EMPLOYEES
Except as noted below, non-essential Regular and Contingent 2 employees who were scheduled to work during the period of the Declared Emergency Condition should use administrative leave for their scheduled work hours on each day as appropriate. Non-essential employees who were not required to work, but reported on any of these days are not entitled to compensatory time or additional pay.

ESSENTIAL EMPLOYEES
Essential employees were expected to report to work as scheduled. Nonexempt Regular and Contingent 2 essential employees will receive either compensatory time or additional pay for the portion of their regularly-scheduled shift that was covered by the Declared Emergency Condition, in addition to their hours worked. The compensatory time 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 work shift(s) did not include the period covered by the inclement weather event, but who were required to work during this time, shall receive either 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 any day or days during the Declared Emergency are considered "in a prior leave status" under applicable policy, BOR Policy VI-12.00. (Policy on Emergency Conditions. Effective 5/1/1992), and as such, are not covered by the provisions of this memorandum. Furthermore, employees who were on any type of unpaid leave during the inclement
weather event 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 Monday, March 13, 2017, administrative leave was not pre-populated on the timesheets and should be recorded in accordance with this memorandum.

For Tuesday, March 14, 2017, administrative leave was pre-populated on the time/leave records for all full-time Regular and Contingent 2 employees if no previous leave was recorded on that day. Employees/supervisors should make any necessary adjustments pursuant to the provisions of this memorandum.

Should you have any questions concerning the treatment of leave, please refer to the UHR website at https://uhr.umd.edu/campus-closure-procedures/ or contact the UHR Support Center at 301.405.7575.

cc: PHR Creators and Approvers