January 30, 2019

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

FROM: Jewel Washington, Assistant Vice President
University Human Resources

RE: Treatment of Weather-Related Leave for Campus Closure for January 29-30, 2019

The following guidelines pertain to the campus closure on **Tuesday, January 29th at 2:00 p.m. thru Wednesday, January 30th at 9:59 a.m.** due to the inclement weather. **The campus reopened on Wednesday, January 30th at 10:00 a.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 as appropriate. Non-essential employees who were not required to work, but reported to work are not entitled to compensatory time or additional pay.

**ESSENTIAL EMPLOYEES**

Essential employees were expected to report to work as scheduled. Nonexempt Regular and Nonexempt 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 with regularly scheduled work shift(s) that 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, approved leave without pay or any other type of unpaid leave during the Declared Emergency Condition 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.
PHR TIMESHEETS

For the Early Closure on Tuesday, January 29, 2019: administrative leave was not pre-populated on the timesheets and should be recorded in accordance with this memorandum.

For the Delayed Opening on Wednesday, January 30, 2019: administrative leave was not pre-populated on the timesheets and should be recorded in accordance with this memorandum. Employees who did not report to work after the University opened at 10:00 a.m. are ineligible for the administrative leave granted on this day.

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