March 22, 2018

TO: Vice Presidents, Deans, Directors, and Department Chairs
FROM: Jewel Washington, Assistant Vice President
University Human Resources
RE: Treatment of Weather-Related Leave for March 20, 2018 thru March 22, 2018

The following guidelines pertain to the campus closure from Tuesday, March 20 at 4:00 pm thru Thursday, March 22 at 9:59 a.m. due to the inclement weather. The campus reopened on Thursday, March 22 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 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, 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, March 20, 2018: this was an observed university holiday and only applies to essential employees for this date; therefore, administrative leave was **not** pre-populated on the timesheets and should be recorded in accordance with this memorandum.

For the Campus Closure on Wednesday, March 21, 2018: 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.

For the Delayed Opening on Thursday, March 22, 2018: 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/](https://uhr.umd.edu/campus-closure-procedures/) or contact the UHR Support Center at 301.405.7575.

cc: PHR Creators and Approvers