

UADA Policy 421.0
Inclement Weather & Office Closing

Scope

Establishes the policy to be followed in the event that business operations are interrupted by inclement weather or other emergency situations.

Key Terms

Inclement Weather shall mean the existence of extreme climatic conditions (including but not limited to rain, hail, snow, high winds, cold, extreme high temperature or any combination thereof) by virtue of which it is not reasonable or safe to travel.

Other Emergency Situations shall mean those that pose an immediate risk to health, life, property, or environment relative to institution work sites.

Remote Work shall mean a work alternative for employees whose job responsibilities are suited to an arrangement where the employee may work from home or another location. Remote work must be approved by the employee's department head and other campus leadership based on applicable policies, and the duties must be measurable and quantifiable to ensure job duties are performed.

Inclement Weather Categories consist of delayed opening, early dismissal, and closure. These categories define how the overall operations of the institution are impacted during inclement weather or emergency situations.

Delayed Opening – In the event of a “Delayed Opening,” the workplace does not open for business at the normal time. The Senior AVP or their designee at each respective location will publicly announce the specific time at which business operations and offices will be open to employees and the public.

Employees are expected to arrive at the designated office opening time and, if so, will not be charged for late arrival.

Employees who arrive after the announced “Delayed Opening” time will be charged annual leave from the delayed opening time to their arrival.

Employees whose shift begins after the delayed opening time should report to work as regularly scheduled.

Employees who do not come to work at all will be charged a full day's absence from normal opening time to the end of the day.

UADA Policy 421.0
Inclement Weather & Office Closing
Approved: December 15, 2023

Early Dismissal – In the event of “Early Dismissal,” offices will close, and regular business operations will cease at the time announced by the Senior AVP or their designee. Normal business operations will commence at the regularly scheduled time on the next workday.

Employees leaving work at the announced “Early Dismissal” time will be given credit for a full day’s attendance.

Employees leaving work before that time will be charged annual leave between their departure and the announced “Early Dismissal” time.

Employees who did not come to work at all will be charged a normal full day’s absence.

Closure – In the event of “Closure,” regular business operations and offices will be closed both to employees and the public. The absence will be considered official time. Normal business operations will commence at the regularly scheduled time on the next workday.

Policy

Employees are responsible for notifying their supervisors in accordance with department and policy guidelines if they will be late or will not be at work. Employees who are tardy or who do not come to work at all must submit their leave for supervisor approval in Workday.

Employees who received prior approval to be absent for work on a day that becomes designated as an inclement weather, delayed opening, early dismissal, or closure day will not receive inclement weather leave with pay for the period of the previously approved absence. The absence should be charged to annual or sick leave, as appropriate. Employees who are not absent but have prior approval to take leave for part of the day (e.g., for a dental appointment) will receive inclement weather leave with pay as indicated in previous paragraphs for employees who come to work.

Weather/event essential workers who don’t report to work during inclement weather or an emergency situation should be issued a disciplinary action.

All employees (except those working remotely and work-study) are eligible for inclement weather/emergency situation time off if operations are disrupted during their normally scheduled time to work. This includes extra help and student (non-work-study) employees (including graduate assistants).

UADA employees should follow the inclement weather policy of their office location.

Workers with Additional Jobs

If an employee has more than one job, all jobs where their scheduled hours are impacted are eligible for inclement weather leave/pay if they are non-essential jobs. Additional jobs that are

event based or pay per event type of work will not receive inclement weather/pay when the events are canceled.

Weather/Event Essential Personnel

If a department has designated and trained certain employees as “weather/event essential personnel,” those employees must report to work at their regularly scheduled start time regardless of announced weather status (or must remain at work regardless of announced early dismissal). Weather/event essential designations are documented in Workday in the employee’s position restriction.

Remote Work

Remote workers are individuals who are regularly scheduled to work remotely or who can perform their duties remotely. These individuals are not eligible for inclement weather leave during inclement weather/emergency situations.

Extenuating Circumstances

Notwithstanding any of the foregoing, extenuating circumstances such as unstable internet, power issues, etc., should also be considered and may lead to eligibility for inclement weather leave/pay. Employees should consult with their supervisor regarding any extenuating circumstances.