

## ARTICLE 27

### UNIVERSITY CLOSURES/INCLEMENT WEATHER

#### 27.1 EMERGENCY CLOSURES/SUSPENDED OPERATIONS

- A. Emergencies forcing either a limited campus closure or a declaration of suspended operations may occur at any time and may affect all or part of the workday.
- B. Employees who do not receive prior notification of suspended operations and who report for work but are released until operations resume will receive credit for a minimum of eight (8) hours of work for the first day.
- C. **Inclement Weather:** Employees who do not work due to inclement weather have the following options to account for hours not worked:
  - 1. Using any accrued compensatory time.
  - 2. Using annual leave.
  - 3. Using Personal Leave Day/Personal Holiday. An employee must use Personal Leave Day/Personal Holiday as a full day or shift.
  - 4. Using leave without pay.
- D. **Suspended Operations:** Employees who do not work during suspended operations have the following options to account for hours not worked:
  - 1. Using any accrued compensatory time.
  - 2. Using annual leave.
  - 3. Using Personal Leave Day/Personal Holiday. An employee must use Personal Leave Day/Personal Holiday time as a full day or shift.
  - 4. Using leave without pay.
  - 5. Requesting makeup time for hours lost as a result of the suspended operations.
    - a. Employees must request makeup time within fifteen (15) calendar days after operations resume.
    - b. Reasonable work must exist and the supervisor must approve the request to work. The time must be made up within ninety (90) calendar days after operations resume.

- c. The supervisor schedules extra hours at times most convenient for the work of the department and, whenever possible, most convenient for the employee.
- E. When operationally practical, the most senior employee(s) by classification will be selected to work if they are providing essential services and possess the required skills to address the emergency situation.