

Quick Guide for Non-Instructional Staff During University Closures

Event	Leave Requirements
<p><u>Full Day Closing Weather Related</u> - Complete suspension of all University Operations</p>	<p>Non-essential employees will be excused from work without leave penalty; essential employees to report as directed. *Leave usage will be required for multiple day closings.</p>
<p><u>Delayed Opening Weather Related</u> - Delayed start of designated University operations</p>	<p>Non-essential employees will not be charged leave during the delay. All employees who choose not to report at all or who are already absent as a result of pre-approved leave will be charged leave for the duration of his/her absence. Essential employees to report as directed.</p>
<p><u>Early Closing Weather Related</u> - Suspension of University operations prior to the regular closing time</p>	<p>Non-essential employees who report for their regular shift as scheduled and who are dismissed before their shift ends because of an official University Early Closing will not be charged leave. All employees already absent as a result of pre-approved leave will be charged leave for the duration of his/her absence. Essential employees to remain as directed.</p>
<p><u>Building/Buildings close due to utility outage or other issue</u> - University President or designee declares a local emergency based on the condition of the campus facilities</p>	<p>Employees will be advised of an alternative work location or may opt to request leave.</p>

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