

## INCLEMENT WEATHER AND OTHER UNUSUAL CONDITIONS

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### 1. GENERAL

- a. The Reynolda Campus of Wake Forest University may be closed or its opening delayed during normal work hours due to inclement weather or other unusual conditions. Closure is expected to be infrequent and consideration will always be given to maintaining appropriate service levels in departments that provide essential services to the University community.
- b. Weather-related closings and cancellations for Wake Forest University are broadcast by radio stations WFDD (88.5 FM) and WSJS (600 AM). Employees with voicemail may receive weather and closing information by accessing their voicemail (758-4400). Employees without voicemail may receive weather and closing information by calling 758-5935 (Weather Hotline).

### 2. ESSENTIAL SERVICES

- a. Notwithstanding an announced Reynolda Campus closing or delayed opening, certain essential service departments or essential employees within departments, due to the critical nature of the services they provide, will need to remain open. Such essential service departments or essential employees are designated by the relevant Vice President. Employees should direct any questions about attendance and performance expectations during a delay or closure to his or her supervisor. All employees required by their supervisors to work during a delay or closure will be paid for all hours worked and shall be granted administrative leave, at the straight time rate, for actual hours worked during the delay or closure, up to a maximum of eight hours of administrative leave pay per day.

If the University opens at noon, an essential first shift employee will be paid administrative leave pay for each hour worked before noon.

If the University has a delayed opening, the employees who are required to work the 2<sup>nd</sup>, 3<sup>rd</sup> or other night/evening shifts will receive administrative leave pay equal to the number of delayed hours.

If the University has an early closing, the employees who are required to work the 2<sup>nd</sup>, 3<sup>rd</sup> or other night/evening shifts the day of the closing, will receive administrative leave pay equal to the number of early hours the University closed.

- b. The time and attendance reports for essential employees who work during a delayed opening or closure should reflect both the hours actually worked and administrative leave time.

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- c. Employees who are not designated as providing “essential services” and chose to report to work prior to the time of delayed opening or when the University is closed are not entitled to administrative leave pay.
- d. Supervisors of critical departments or employees rendering essential services, as identified by the relevant Vice President, should clearly communicate to the affected employees their work attendance requirements during severe weather or other unusual conditions, regardless of media announcements of University closings or delays. Directors/supervisors of critical departments or employees are to prepare contingency plans, keep plans updated, and communicate such plans to employees.
- e. As referred to in this policy, essential personnel denotes all employees in the Facilities Management Department who have opted for that designation (see Appendix A) and some employees in essential service departments that provide critical services including, but not limited to, University Police and Residence Life and Housing."

### 3. DELAYS AND CLOSURES

- a. For the purposes of this policy, a delay means that:
  - (1) employees who do not work in positions designated as essential will not be expected to report to work until the time specified in the delay announcement; and
  - (2) classes scheduled to begin before the time specified in the delay announcement will not be held and classes scheduled to begin at or after the time specified in the delay announcement will meet as usual.
- b. A closure means that the University will not be opened for the day or will be closed before the end of the regular workday. Employees will be expected to return to their normal shift or work schedule the following day, unless otherwise specified by announcements as detailed above. Employees working on shift assignments should call the weather hotline two (2) hours before the start of their shift to confirm whether the University has reopened prior to a presumed reopening at 6 a.m. on the day following an announced closure.

### 4. WORK SCHEDULES

- a. During periods of inclement weather and other unusual conditions, both employees and supervisors should keep two (2) major goals in mind:
  - (1) the safety and well-being of employees; and
  - (2) the need for the University to conduct business on a regular basis.

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- b. During periods of inclement weather and unless a delay or closing has been announced, employees are expected to be at work as scheduled, but, as is true generally, should take reasonable and safe measures in meeting their employment obligations.

### 5. ABSENCES DUE TO DELAYS AND CLOSURES

- a. Time off due to the announced delay or closure will be reported as paid “Administrative Leave” and shall not be considered as time worked for overtime compensation purposes. Employees on previously approved paid time off (PTO) are not eligible for the paid administrative leave.
- b. An employee must report to work during hours of operation during these announced University closings or delays to receive administrative leave.
- c. When an employee is **unable** to report to work at the expected time, the employee must notify his or her supervisor, explain the reason for the absence, and provide an estimated time of arrival at work. When an employee misses additional work time beyond the time announced for the delay or closure, or concludes that he or she must leave work early even when no closing has been announced, the employee shall:
  - (1) make up the time missed with supervisory approval;
  - (2) take PTO for the missed time;
  - (3) take leave without pay for the missed time if PTO is not available; or
  - (4) telecommute (work from home) if authorized by the appropriate supervisor.
- d. If an employee **elects** for personal reasons not to report to work on the day of a delayed opening, the employee shall be required to take PTO for the entire day. If no PTO is available, the employee is required to take leave without pay.

*Final Draft by the Director of Human Resources, January 22, 2001*

*Approved by the President, 2/6/2001*

*Administrative Changes by the Interim Director of Human Resources, December 20, 2005*

*Submitted by the Associate Vice President of Human Resources and approved by:*

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*Nathan O. Hatch, President*