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. any accrued Compensatory Time.
   2. Annual Leave.
   3. Personal Holiday. An Employee must use Personal Holiday as a full day or
      shift.
   4. 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. any accrued Compensatory Time.
   2. Annual Leave.
   3. Personal Holiday. An Employee must use Personal Holiday time as a full
day or shift.
   4. Leave Without Pay.
   5. Request 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.