

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 may use any combination of the following options to account for hours not worked:
 - 1. Using any accrued compensatory time. Employees may request to retain up to sixteen hours of accrued compensatory time to be used during the December Reduced Operations period. All other compensatory time provisions outlined in this Agreement apply.
 - 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.