7.2.4 Inclement Weather

Policy Statement
When inclement weather creates a condition under which there might be a question as to whether the University will operate on a normal basis, a designated administrative official will release to the campus and local news media a statement concerning the University schedule. If the weather condition occurs during the day, the statement will be released through normal distribution channels on campus. However, if the weather condition occurs at night, the statement should be released to the local news media prior to 7:00 AM. Based on an evaluation of the weather conditions, one of the two following statements will be released and University personnel are advised of the ramifications of each announcement as follows:

The University of Georgia will be open - Each University administrator is responsible for the operation and staffing of his/her respective area and for communicating in advance reporting requirements to his/her staff when this statement is released. The designated administrative official will identify whether the University is operating on a regular or delayed schedule.

The University of Georgia will be closed - Classes will not be held and employees will not be required to report to work. This statement will be released only in rare emergencies. However, when it is released, no one will be required to attend classes and only previously designated employees will be required to report to work. All regular employees scheduled to work will be paid. Employees on scheduled leave during any time the University is closed due to inclement weather may change previously approved sick or annual leave time to miscellaneous time. If payroll records have been processed which reflect coded sick or annual leave which is to be changed, a Leave Expenditure Adjustment Form must be submitted to reinstate those hours to the employee's leave account. Those previously designated employees required to meet emergency conditions in certain units will be compensated by either receiving an amount of annual leave equivalent to the amount of miscellaneous time designated by the Institution or paid for the time worked in addition to the coded pay for that period. The method of compensation will be at the option of the department head. If a non-designated employee voluntarily reports to work for a portion of a day the Institution is closed due to inclement weather, that employee should record the hours actually worked and use miscellaneous time to equal a full work day on the time record.

Forms/Instructions
http://busfin.uga.edu/forms/leave_adjustment.pdf

Responsibilities
Responsible University Senior Administrator: Vice President for Finance & Administration

Responsible University Administrator: Associate Vice President for Human Resources

Policy Owner: hrweb@uga.edu
Policy Contact: Sige Burden
Phone Number: 706-542-9231

Policy Dates
Effective Date:
Date Last Updated: 05/25/2012
Date of Last Review:
Date of Approval:
Previous Version of Policy: