

## **Chapter 16 Leave of Absence**

### **16.04 Inclement Weather Guidelines for Classified Employees**

The chancellor is responsible for determining if, for the safety and welfare of students and staff, classes will be postponed or some services suspended due to inclement weather. Some university services and functions must remain in operation regardless of weather conditions, e.g. University Hospital and Clinics, University Housing, University Police, power plant operations, etc.

University Communications staff will work with the chancellor in providing appropriate announcements to the media and posting them on the university's Web site at <http://www.wisc.edu>. Deans and directors should receive authorization from the Office of the Chancellor before directing employees not to report for work or sending employees home.

Unless directed otherwise, employees are expected to report to work as scheduled. Each employee is expected to use discretion in determining if travel is safe. An employee who reasonably determines that travel would not be safe will not be subject to discipline for not reporting to work. Supervisors are expected to honor the reasonable requests of employees to arrive late or to leave early because of inclement weather. Employees are expected to make a reasonable effort to notify their supervisors if they cannot report to work or will report late.

Employees who are absent from work because of inclement weather normally must use available annual leave (vacation), available holidays, leave without pay, or, when appropriate, accrued compensatory time to cover the absence, or must arrange with the supervisor to make up the time. Nonprofessional employees must account for each hour of scheduled duty.

Professional employees may account for their time in a manner consistent with their professional responsibilities, as approved by their supervisors. If classes are postponed, faculty should make every effort to reschedule them at a later date.

All employees who are directed not to report or are sent home will normally be treated as follows:

- Nonprofessional classified employees may use available annual leave (vacation), accrued compensatory time, available holidays or leave without pay to cover each hour absent. Nonexempt employees must account for each hour of employment. If an employee's supervisor determines that the work unit can benefit from services provided by the employee at other than regularly scheduled times, the employee will be allowed to make up, during the remainder of the work week, as much of the time as is beneficial to the work unit.
- Professional, classified and unclassified employees may use available annual leave (vacation), available holidays, leave without pay or, when appropriate, compensatory time to cover the absence. An employee and the employee's supervisor may agree that the employee can account for the time of the absence in another manner.