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November 10, 2011

**MEMORANDUM**

To: All Faculty and Staff

From: Juan A. Jarrett   
Assistant Vice Chancellor for Human Resources

Subject: Inclement Weather and Related Time and Attendance Policies

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As we head into the winter weather season, I would like to remind faculty and staff about various campus policies related to inclement weather. There are many factors that are considered when deciding to close the campus under our Inclement Weather Closing Policy. There will be times when the campus will remain open even when weather conditions may vary considerably in the towns which surround the campus.

In the event that the campus is closed, and classes and other scheduled activities are cancelled, only essential personnel as described by the essential personnel process will be required to come to work. Your supervisor is responsible for informing you whether your position has been designated as essential under the Inclement Weather Closing Policy.

When the campus remains open, supervisors and managers have been reminded to be responsive to employee requests for use of vacation or personal time when an employee believes that local weather conditions in the vicinity of their home may delay their arrival to work and not allow them to report to work at their scheduled time. Information about campus closings can be found at [www.umass.edu/closing/](http://www.umass.edu/closing/).

Please note that any employee who is scheduled not to work due to authorized vacation, sick leave, personal leave or leave without pay prior to any decision to delay or close the campus will not be granted time off for a delayed opening, early closing or cancellation in the place of the authorized leave. Campus closures are in effect from the time the campus was officially closed until midnight (12:00 a.m.) of that day unless the campus officially reopens that same day.

**Sign up for UMass Amherst Alerts Emergency Text Messaging System**

UMass Amherst Alerts Emergency Text messaging system is one of the primary methods the university will use to notify the campus community of an ongoing or imminent campus emergency, including weather related closures. It is important to receive these time-critical emergency notifications. You are encouraged to register for these time-critical emergency notifications at <http://www.umass.edu/alerts> and click on the Text Messaging tab.