

To: All Faculty and Staff
From: Kevin Kerwood, Interim Vice Chancellor & Chief Human Resources Officer
Subject: Inclement Weather and Related Time and Attendance Policies
Date: November 15, 2023

This memo serves to notify you of the campus policies related to inclement weather for this upcoming 2023-2024 season.

In the event the campus is closed or delayed:

- Employees designated as essential personnel will be required to report to work. Your supervisor is responsible for informing you if your position has been designated as essential for this purpose.
- Scheduled face-to-face classes will not take place on the physical campus, but at faculty discretion, they may be transitioned to a remote class. Please consult your email and messaging from Canvas/Moodle/Blackboard for each class.
- Remote classes will be held as usual. In the rare cases where the remote class is ordinarily taught from an on-campus location, consult your email and messaging from Canvas/Moodle/Blackboard for information about possible class cancellation by your instructor.
- Further information about campus closings/delays can be found at www.umass.edu/closing/.

Please bear in mind that weather conditions may vary considerably from town to town, and there will be times when the campus will remain open even when weather and driving conditions in your area interfere with your commute. Your safety is of paramount importance, so if you believe that you are unable to safely report to work as scheduled, please contact your supervisor to request vacation or personal time. Supervisors and managers are reminded to be responsive to such vacation and personal time requests.

For non-essential staff not already on scheduled leave, you will not be required to work during weather-related closures, and you will not be charged leave for any time the campus is closed. However, if you were previously scheduled to be off during the period of closure for any reason (e.g., on vacation, sick leave, personal leave or leave without pay), you will still be charged for the scheduled leave.

Campus closures remain in effect from the time the campus is officially closed until midnight (12:00 a.m.) unless a different schedule is announced.