



UMASS  
AMHERST

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November 17, 2016

**M E M O R A N D U M**

To: All Faculty and Staff

From: Marie H. Bowen  
Assistant Vice Chancellor for Human Resources

Subject: Inclement Weather and Related Time and Attendance Policies

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With the winter weather season approaching, I would like to take the opportunity to remind everyone of our campus inclement weather policies. In the event that the campus is closed, and classes and other scheduled activities are cancelled, only those 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.

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. Information about campus closings can be found at [www.umass.edu/closing/](http://www.umass.edu/closing/).

Please note that a weather-related closure will not affect you if you are scheduled to be off that day for any reason (e.g., on vacation, sick leave, personal leave or leave without pay) prior to the inclement weather closure decision (including late openings and early departures); you will not be granted paid time off for the inclement weather closure in place of 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

**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. You are encouraged to register for these critical emergency notifications at <http://www.umass.edu/emergency>