

MEMORANDUM

Date: November 14, 2018

To: All Faculty and Staff

From: William Brady *WB*  
Associate Vice Chancellor and Chief Human Resources Officer

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

Please bear in mind that weather conditions in the Pioneer Valley and its surrounding communities 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 employees, if a weather-related closure occurs during a time in which you were scheduled to work, 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.

**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>