



University of Massachusetts Amherst
Human Resources
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MEMORANDUM

To: Deans, Directors and Department Heads

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

Subject: Inclement Weather and related Time and Attendance Policies

Date: November 17, 2006

I would like to bring to your attention the campus policies related to inclement weather as we approach the winter weather season.

A. When the campus is open

Please note that when the campus is open weather conditions may vary considerably in the townships surrounding the campus. Supervisors and managers should be responsive to employee requests for use of vacation or personal time when an employee believes that the weather conditions will delay their normally scheduled arrival to work or in some cases may prevent them from being able to come to work.

B. When there is a weather-related Emergency Closing

In the event that the campus is closed and classes and other scheduled activities are cancelled, supervisors and managers should note that only essential personnel as described in the campus Emergency Closing Policy, are required to report to work.

- Employees designated as essential personnel and who report to work will either be awarded a commensurate amount of compensatory time (based on actual number of hours worked) in addition to the day's pay (straight time) or paid overtime (based on actual number of hours worked) in addition to the day's pay (straight time) depending on the essential employee's collective bargaining agreement. This policy includes delayed openings, early closings and cancellations when non-essential personnel are excused from work with pay.
- Employees working at a rate of pay greater than straight time are not eligible for compensatory time or overtime.
- **Any employee who is not at 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 excused time 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.

Any questions regarding this policy may be referred to my office at 545-0380.