



UNIVERSITY OF MASSACHUSETTS
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MEMORANDUM

To: All Faculty and Staff

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

Subject: Inclement Weather and Related Time and Attendance Policies

As the winter weather season approaches, I would like to remind you about the campus policies related to inclement weather. There are many factors that are used to close the campus under our 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 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 if an employee believes that local weather conditions in their area will delay their arrival to work and may not allow them to report to work at their scheduled time.

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.