

To: All Faculty and Staff
From: Bill Brady, Vice Chancellor & Chief Human Resources Officer
Subject: Inclement Weather and Related Time and Attendance Policies
Date: November 4, 2021

This memo serves to notify you of the campus policies related to inclement weather for this upcoming 2021-2022 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. At faculty discretion, face-to-face classes may be transitioned that day to a remote class or cancelled. Faculty should communicate directly with their students on what activity, if any, will take place.
- Remote classes will be held as usual, except in cases where faculty lead their remote classes from an on-campus location. In those instances, faculty should communicate directly with their students on what activity, if any, will take place.
- Further information about campus closings/delays can be found at 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.