

Inclement Weather Time & Leave Reporting Guidelines for Departmental Personnel Staff

Latest Declaration 2011:

Wednesday February 2 inclement weather was implemented and the University was closed for the day effective at 12:00 midnight through 11:59 p.m. for non-emergency/weather essential university employees. This inclement weather declaration (university closing) does not apply to emergency/weather essential staff. This is a continuation of the inclement weather from February 1.

Tuesday, February 1 inclement weather was implemented and the University was closed for the day effective at 5:45 a.m. through 11:59 p.m. for non-emergency/weather essential university employees. This inclement weather declaration (university closing) does not apply to emergency/weather essential staff.

+Thursday, January 20 inclement weather was implemented effective at 5:45 a.m. for non-emergency/weather essential university employees whose shifts begin after 6:00 a.m. These employees will have up to 2 hours for late arrival. In addition, non-emergency/weather essential overnight shift employees who are at work when the designation was effective (6:00 a.m.) may depart 2 hours early. This inclement weather declaration (early departure or late arrival above) does not apply to emergency/weather essential staff.

+Wednesday, January 19 inclement weather was implemented effective at 4:00 p.m.* for early departure for non-emergency/weather essential university employees, allowing them to leave 1 hour early. In addition, non-emergency/weather essential overnight shift employees whose work schedule began at or after 4:00 p.m. were granted 1 hour for late arrival. This inclement weather declaration (early departure or late arrival above) does not apply to emergency/weather essential staff.

+Monday, January 10 inclement weather was implemented effective at 3:00 p.m. * for early departure for non-emergency/weather essential university employees. In addition, non-emergency/weather essential overnight shift employees whose work schedule began at or after 3:00 p.m. were granted 2 hours for late arrival. This inclement weather declaration (early departure or late arrival above) does not apply to emergency/weather essential staff.

*Consistent with the needs of the Department, non-emergency/weather essential university employees may be released earlier than their scheduled departure time but not prior to the designated inclement weather time noted above.

+As these inclement weather designations are for less than ½ day you generally will not be reporting administrative leave taken for exempts.

KU's regular work day begins at 12:00 a.m. and ends at 11:59 p.m. so declarations made are for this timeframe unless otherwise specified.

1) Emergency/Weather Essential Staff:

- a) are not eligible for "Administrative Leave" for inclement weather
- b) who either (1) did not report to work, (2) arrived late or (3) left early have to report appropriate leave usage or leave without pay
- c) who are non-exempt are eligible for straight time compensation (hour for hour) for time worked during the designated inclement weather period (this is to recognize their extra efforts for reporting to campus)

- d) who are required to work later than their work schedule during the designated inclement period will receive straight time compensation (hour for hour) for those hours worked past the end of the regular work schedule until the end of the declaration period.
- e) are designated by their department

2) Regular Staff who are not Designated as Emergency/Weather Essential:

- a) who were not scheduled to work on the inclement weather day due to vacation, discretionary or any other planned leave or called in sick, are not eligible for any inclement weather leave (Administrative Leave).
- b) who are non-exempt (hourly) are granted Administrative Leave up to the hour(s) authorized during their regular work schedule for inclement weather period designated.
- c) and are exempt (salaried) are granted Administrative Leave for the inclement weather period designated. Salaried employees will only report Administrative Leave if it is ½ or full day increments as exempts only report leave (unless FMLA etc.) in ½ or full day increments.
- d) do not receive any extra compensation for any hours worked during the inclement weather period
- e) who before inclement weather was implemented during their regular work schedule either (1) did not report to work, (2) arrived late or (3) left early during the non designated inclement weather period will need to report leave as follows:
 - i) Charge their discretionary holiday (Discretionary holiday may not be used for less than a normal work day. This could not be used for leaving early or arriving late.),
 - ii) Charge accrued compensatory time (non-exempt employees only),
 - iii) Charge accrued holiday compensatory time,
 - iv) Charge accrued vacation leave,
 - v) Charge leave without pay (non-exempt employees or, for exempt employees, whole work day increments only),
 - vi) Make up the absent-from-duty hours within the same work week on an hour-for-hour basis (non-exempt employees only). Plans for make-up time must be approved by the supervisor in advance. Time not made up within the same work week will be charged to accrued vacation leave or to leave without pay.

3) Non-Exempt Temporary Employees, Including Student Hourly Employees:

- a) are not covered by the inclement weather provisions. If they come to work they receive regular pay for the hours worked; if they don't come to work, they won't receive pay for the hours missed.

4) Academic Year Faculty and Exempt (salaried) Students:

- a) do not require special Administrative Leave reporting and they will not have their pay reduced. No special leave reporting is necessary.

5) Related Codes for Reporting Time and Leave

- a) The following codes do not count toward the FLSA limit (i.e. they do not count towards overtime or compensatory time).
 - ADM** – Non Exempt Administrative Leave used for reporting the hours covered by inclement weather designation.
 - ADE** -Exempt Administrative Leave used for reporting the hours covered by inclement weather designations. Only reported in ½ or full day increments.
 - CMI** – Non Exempt Straight Compensatory Code (hour for hour), designated weather essential employee. (e. g. Worked 3 hours during inclement weather implementation, receive 3 hours of straight compensatory time and 3 hours as regular.)

Additional Information may be found at

http://www.hreo.ku.edu/policies_procedures/emergency_procedures/inclement_weather.

[Winter Weather Policies and Procedures \(Includes the Inclement Weather Policy\)](https://documents.ku.edu/policies/provost/WinterWeatherPolicy.htm) is located at
<https://documents.ku.edu/policies/provost/WinterWeatherPolicy.htm>.