



Hours Reporting when the University is closed:

Employees are not expected to report for work when the University is closed unless they have been designated as emergency (“weather essential”) staff. Paid administrative leave will be granted to regular exempt and non-exempt staff and fiscal year faculty for the time period that the University is closed. Academic Year Faculty & Exempt (salaried) students will receive their normal pay and do not need to report any form of leave. Administrative leave will not be granted to any exempt or non-exempt staff who are on paid sick leave, vacation leave, or other forms of pre-arranged, paid leave. Non-Exempt Temporary (including student hourly employees) are not covered under the inclement weather provisions and will not be paid for hours not worked.

Employees who report for work but are not designated emergency staff may be sent home. They will be paid at the regular rate for any time spent at work and will be granted administrative leave for the remainder of the day but will not receive any compensatory time. Non-exempt emergency (“weather essential”) staff who report for work or remain at work when the University is closed will be granted compensatory time on an hour-for-hour basis for the hours that they work. Exempt emergency (“weather essential”) staff will be paid their normal salaries. Emergency (“weather essential”) employees who do not report for work or do not remain at work when the University is closed may be subject to disciplinary action.

Link to KU Alerts for Inclement Weather updates: <http://www.alert.ku.edu/>.

Other related information: www.hreo.ku.edu/policies_procedures/emergency_procedures/inclement_weather