

**University of Arkansas System
Cammack Campus
Inclement Weather & Office Closing**

Date Issued: 10/15/18

I. General: This policy should be followed in the event that business operations are interrupted by inclement weather.

Although the System Office generally expects all employees to make every reasonable effort to come to work when the Cammack Campus is open during inclement weather, this general expectation is subject to each employee's exercise of his or her personal judgment and common sense regarding his or her personal safety under the circumstances and weather conditions. Each employee, therefore, must exercise his or her personal judgment on whether it is possible to report to work consistent with such considerations. Employees who do not report to work because of inclement weather conditions will be charged "annual leave." If the employee does not have available annual leave, the employee will be charged "leave without pay." Absences due to inclement weather will be treated as an "excused absence."

Employees are responsible for notifying their supervisors in each department or unit if they will be late or will not be at work. Employees who are tardy or who do not come to work at all must submit their leave request to their supervisor so that it is properly documented and approved.

Employees who received prior approval to be absent from work on a day that becomes designated as an inclement weather, delayed opening, early dismissal, or closure day will not receive inclement weather leave with pay for the period of the previously approved absence. The absence should be charged to annual or sick leave, as requested. Employees who have prior approval to take leave for part of the day (e.g., for a dental appointment) but are otherwise scheduled to work or are at work when inclement weather occurs will receive inclement weather leave with pay as indicated in previous paragraphs for employees who come to work.

If business operations are interrupted by inclement weather, temporary employees who miss work will not receive compensation for time missed unless the weather-related interruption has occurred during their regularly scheduled work time.

System personnel located at other campuses or work sites should follow the inclement weather policy of their location, e.g., employees on the UAF campus, UAMS campus, UALR campus, etc.

II. Inclement weather categories: In general, the disruption of the System Office operations as a result of inclement weather falls into one of the following categories: Delayed Opening, Early Dismissal, or Closure.

Delayed Opening

In the event of a "Delayed Opening," the building does not open for business at the normal time. The System Office will send a campuswide email with the specific time at which business operations and offices will be open to employees and the public. The information will also be posted on the UASYS website.

**University of Arkansas System
Cammack Campus
Inclement Weather & Office Closing**

Date Issued: 10/15/18

Employees are expected to arrive at the designated office opening time and, if so, will not be charged for late arrival.

Employees who arrive after the announced “Delayed Opening” time will be charged leave from the delayed opening time to their arrival.

Employees whose shift begins after the delayed opening time should report to work as regularly scheduled.

Employees who do not come to work at all will be charged a full day’s absence from normal opening time to the end of the day.

Early Dismissal

In the event of “Early Dismissal,” offices will close and regular business operations will cease at the time announced by the System Office. Normal business operations will commence at the regularly scheduled time on the next work day.

Employees leaving work at the announced “Early Dismissal” time will be given credit for a full day’s attendance.

Employees leaving work before that time will be charged annual leave or leave without pay between their departure and the announced “Early Dismissal” time.

Employees who did not come to work at all will be charged a normal full day’s absence.

Closure

In the event of “Closure,” regular business operations and offices will be closed both to employees and the public. The absence will be considered official time. Normal business operations will commence at the regularly scheduled time on the next work day.

III. Announcement of Inclement Weather—Delayed Opening or Closure

By 6:15 a.m., an announcement of inclement weather procedure in effect, delayed opening, or office closure for the Cammack Campus System Office will be posted at <http://www.uasys.edu>, and an email will be sent to all UASYS employees. If no opening status is posted, regular business hours are in effect.