

University Closing

Closing

In the event that the university is closed for the day due to inclement weather or other events necessitating closure, employees will be paid for their regularly scheduled hours for that day. An employee who was not scheduled to work that day will not be paid. Any employee who has a scheduled vacation or personal day on a day when the university closes must still record their time as vacation or personal time. Those on sick leave must record their time off as sick time.

Delayed Start/Early Release

In the event that the University has a delayed start or early release, exempt employees will be paid for their regular day if they work at all that day. Non-exempt employees and part-time employees will be paid for their regularly scheduled hours provided they arrive on or before the delayed start time or do not leave before the early release time.

This policy also covers Temporary employees who physically conduct their work at, are employees of, and are paid directly by, the University.