
From: 'Megan Dzyuba' via uwhrreps <uwhrreps@g-groups.wisc.edu>
Sent: Tuesday, November 2, 2021 4:22 PM
To: uwhrreps@g-groups.wisc.edu
Subject: Inclement Weather Guidelines and Policy Reminder 2021-2022
Attachments: Inclement Weather FINAL 10.28.21_mm-English.pdf; Inclement Weather FINAL 10.28.21_mm-Spanish.pdf; Inclement Weather FINAL 10.28.21_mm-Hmong.pdf; Inclement Weather FINAL 10.28.21_mm-Tibetan.pdf; Inclement Weather FINAL 10.28.21_mm-Chinese.pdf; Inclement Weather FINAL 10.28.21_mm-Nepali.pdf; Inclement Weather FINAL 10.28.21_mm-ESHTCN.pdf

RE: Inclement Weather Guidelines and Policy Reminder 2021-2022

Dear HR Colleagues,

With fall season underway and winter just around the corner, I'd like to take this opportunity to remind you of UW-Madison's inclement weather guidelines for employees and the updated campus-wide policy available here: <https://policy.wisc.edu/library/UW-5055>

Key points include:

- Only the Chancellor has the authority to cancel classes, suspend services, and close the campus to the public and employees. Individual colleges and schools will not close unless the whole campus is closed.
- Employees should be advised to use discretion regarding their health and safety and that of family members, but they are required to use available annual leave (i.e., vacation, personal holiday), leave without pay, or when appropriate, accrued compensatory time to cover the absence, or arrange to make up time to cover any absences. Unit practices for employee absences should be followed. **Supervisors are advised to be flexible, if operationally possible, in approving employee-requested leave in inclement weather.**

UW-Madison Inclement Weather Guidelines for Employees

The Chancellor is responsible for determining if classes will be canceled or postponed or some university services suspended due to inclement weather. The Chancellor's decisions will be based on the safety and welfare of students, faculty, and staff.

Colleges, schools, and other campus units will not close on their own. For locations outside of Madison, deans and directors must receive authorization from the Office of the Chancellor before directing employees not to report to work or sending employees home. Some university services and functions must continue to operate regardless of weather conditions (e.g., University Housing, UW-Madison Police Department, power plant operations). University Communications staff will work with the chancellor to provide weather-related announcements to the campus and the media.

Employees are expected to report to work unless directed otherwise. Each employee is advised to use discretion and caution regarding their health and safety. An employee who reasonably determines that it is not safe to travel will not be subject to discipline for being absent. Supervisors are expected to honor reasonable requests of

employees to arrive late or to leave early because of inclement weather. Employees are expected to notify their supervisors if they cannot report to work or will report late.

Employees who are directed not to report, are unable to report, or are sent home have the following options:

University Staff non-exempt (hourly and subject to overtime requirements): Must use available annual leave (vacation, personal holiday), accrued compensatory time, or leave without pay to cover each hour absent. Non-exempt (hourly) employees must account for each hour of employment. If an employee's supervisor determines that the work unit can benefit from services provided by the employee at other than regularly scheduled times, the employee will be allowed to make up as much of the time as is necessary during the remainder of the workweek. With supervisor approval, an employee may also work at home or an alternate location during the inclement weather.

Academic Staff and University Staff exempt (salaried and not subject to overtime requirements): Must use available annual leave (vacation, personal holiday), leave without pay, or when appropriate, compensatory time to cover the absence. An employee and the employee's supervisor may agree that the employee account for the absence in another manner consistent with the exempt nature of the employee's position.

Remote Work During Inclement Weather

For employees who have an approved remote work agreement, they can continue working remotely during an inclement weather event provided they are able to do so (i.e., no loss of power or internet).

For employees who typically work on-site but are not essential during an inclement weather-related event or closure, they may work remotely provided they are able to do so based on the duties and responsibilities of their job and have the permission of their supervisor to do so. Once the inclement weather-related event has ended, these employees are expected to return to their regular on-site work.

For employees who are not essential during an inclement weather-related event and who cannot perform the duties and responsibilities of their jobs from home doing remote work, they should follow the guidelines above in this notice regarding use of leave and/or make up schedule time within the same work week.

For purposes of inclement weather guidelines, each college/school/division has the discretion to determine which employees are considered essential.

Please distribute this information to supervisors and employees as appropriate.

****Translated guidelines are attached. Many thanks to the awesome CLS team for your work on the translated guidelines!!****

Thank you,

-Megan

Megan A. Dzyuba, JD
[Workforce Relations](#) Director
[UW-Madison Office of Human Resources](#)
Email: megan.dzyuba@wisc.edu
Phone: (608) 890-3663



[Take our brief survey and let us know how we are doing.](#)