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MEMORANDUM

TO: Campus Employees

FROM: Sherrell J. McNamara, HRIS Manager

DATE: February 28, 2011

RE: Leave Usage for Inclement Weather—Administrative & Liberal Leave

Below are guidelines and procedures to help employees record time and leave during inclement weather.

1. **"UMBC is closed." Administrative leave** will be authorized for eligible employees. When the campus is closed, employees are discouraged from coming to campus. When you see the message "UMBC is closed" classes are cancelled; employees designated as essential must report.

If UMBC is closed, information on when the campus will reopen will be available on the UMBC homepage and campus hot line numbers. Those scheduled for evening/weekend classes or work shifts should check these sources periodically for up-to-date information. In many cases, conditions will improve from early morning hours to the evening/weekend, making it possible to open the campus.

2. **"Classes are cancelled." Liberal leave** can be used by eligible employees. All emergency essential and critical employees must report to work; all others are encouraged to report to work, **but may use compensatory, personal or annual leave under the liberal leave policy**. This decision is based on the amount of parking available on campus. Although classes are cancelled, campus offices are open. All emergency essential and critical employees must report to work; all others are encouraged to report to work, but may use compensatory, personal or annual leave under the liberal leave policy. Various departmental events and programs may occur.

3. **"The campus will open (or close) at ____ o'clock." Administrative leave** will be authorized for eligible employees for hours between their usual work schedule and the actual opening/closing. If the employee comes to work after the opening time, appropriate leave may be used under the liberal leave policy. If the employee is unable to come to work on that day, the employee should take a full day of appropriate leave under the liberal leave policy.

This announcement applies to both classes and offices. Emergency essential employees should follow their assigned schedules; critical employees should follow the announced schedule; all others report or leave at the announced time or use appropriate leave under the liberal leave policy.

If a class is scheduled to start before the stated opening of campus and extends more than 45 minutes beyond the opening time, it will be held and will begin at the announced opening time.

If UMBC is open, classes will be held and no special announcement will be made; all employees should report to work or use appropriate leave under the liberal leave policy, and all classes should meet.

Weather and related road conditions are not the same in every area where students, faculty and staff live. Consequently, the decision as to whether it is safe to travel must ultimately rest with each individual. Faculty are encouraged to arrange a system for communicating to their students should it be necessary to cancel class, and to be mindful that not all students will attend class. If the situation appears to be unacceptably hazardous, employees should use accrued annual, personal, or compensatory leave to cover lost time. Managers and supervisors are to notify employees of their designations, consistent with the Policy for Employee Designations under Campus Emergency Situations issued December 1, 1994, a copy of which can be obtained from the Department of Human Resources, Ext. 5-2337.

To help employees understand the guidelines, a visual chart is provided below.

