

## Inclement Weather FAQ's

### 1- What leave code should I use when the University is closed for inclement weather?

- **ADMU leave code** - Regular Faculty & Staff, Librarians
- **ADMCE leave code** - Contingent II Exempt Staff
- **ADMCU leave code** - Contingent II Non-Exempt Staff
- **Contingent Lecturers, Contingent I Staff and Student Employees (non FSW)**– unless otherwise communicated, record the REG pay code for the scheduled shift and note the administrative leave hours in the comments section.

### 2- What do I put on my time sheet if the University has a delayed opening or early closing due to the inclement weather?

The Administrative Leave code should be recorded on your time sheet only for the hours in which the University was closed due to inclement weather based on your regular working hours. For example, if TU has a delayed opening until 10 am, and your regular working hours begin at 7:30 am, you will record 2.5 hours of Administrative Leave.

### 3- Do I receive Administrative Leave if I was already on department approved leave?

No. If you have scheduled, approved planned leave (annual, personal, or sick) you should still record the appropriate leave code, not administrative leave.

### 4- Do I earn the Administrative Leave hours to be used on a future date?

No. Administrative Leave is not accrued and may only be recorded when the University is closed due to inclement weather.

### 5- If I am required to report to work during an inclement weather delay/closing, what do I put on my time sheet?

Non-exempt emergency essential personnel (such as facilities and public safety employees in positions identified as “essential”) who are physically required to report to campus during the closure should use pay code ADMEW to record work time for the duration of the administrative leave. All other employees required to report to work physically (but not in designated “essential” positions) should record their regular work hours for the hours worked.

**6- If my position is eligible to telework, am I required to telework when TU is delayed/closed for inclement weather?**

Telework eligible positions are not required to telework during administrative leave. You will record the appropriate Administrative Leave code on your time sheet to reflect the hours the University was closed.

**7- If I have a critical, time-sensitive task, can this be performed at home when TU is delayed/closed for inclement weather?**

Confirm with your supervisor if any time-sensitive, critical tasks need to be done during administrative leave. If you do work remotely, record regular work hours on your timesheet for any hours worked.

**8- What should I do if I don't feel comfortable traveling/driving to or from my work site during inclement weather and the University is not closed?**

Speak to your supervisor to request leave for any time that you do not feel comfortable reporting to work during inclement weather or you are not comfortable staying at work while a weather event is occurring. If the university is not closed, employees can use accrued/earned personal or annual leave for any time not worked due to personal concerns about driving/traveling in inclement weather conditions.