

**INCLEMENT WEATHER OR OTHER UNFORESEEN EVENTS  
CAUSING SCHOOL CLOSURE OR DELAYED OPENING  
CHART FOR REPORTING OF TIME**

The use of leave to cover school closure situations is governed by statute, federal and state wage and hour law, WOU policies, and Collective Bargaining Agreements. Possible types of leave that may be used are vacation, personal time, exchange time, compensatory time and leave without pay, depending on the policies and contract language that apply to various groups of employees. Please note that not all leave types apply to all employees. Sick leave may only be used according to applicable laws, rules, policies and collective bargaining agreements.

For questions about this chart and/or to discuss specific situations on a case-by-case basis, please call the Human Resources office and contact Judy Vanderburg at 503.838-8131 or Alice Sprague at 503.838-8139.

The web link to the Inclement Weather Notice is: [http://www.wou.edu/admin/hr/inclement\\_weather\\_guidelines.php](http://www.wou.edu/admin/hr/inclement_weather_guidelines.php)

**TIMELY ANNOUNCEMENT FULL DAY CLOSURE**

Employee	Employment Category			
Action Taken	Unclassified Employees FLSA Overtime Exempt	Unclassified Employees FLSA Overtime Non-Exempt	Classified Employees FLSA Overtime Exempt (Refer to Article 63)	Classified Employees FLSA Overtime Non-Exempt (Refer to Article 63)
Employee does not report to work.	No recording of leave required as per wage and hour law. The employee is expected to fulfill necessary duties of their position during a closure or delay, if possible, from their home base. *  If the employee's leave balance is insufficient to cover absence, salary may	Employee is required to use vacation, compensatory time or leave without pay (LWOP) for all hours of missed work.*	Employees are required to use accrued vacation leave, exchange time, or personal leave for all hours missed work if closure occurs before the employee reports to work and begins his/her shift.  Employees may, however, opt to use leave without pay (LWOP) rather than accrued leave time.	Employees are required to use vacation, compensatory time, personal leave or leave without pay (LWOP) for all hours of missed work if closure occurs before the employee reports to work and begins his/her shift.

	<p>not be docked for absences of less than one work week.</p> <p>Salary will be docked for absence of a full work week.*</p> <p>(*Subject to the President's or his designee's, review due to unforeseen or unique circumstances.)</p>	<p>If the employee's leave balance is insufficient to cover absence, the employee will be placed on leave without pay for hours not covered by accrued leave.</p> <p>(*Subject to the President's or his/her designee's review due to unforeseen or unique circumstances.)</p>	<p>If the employee's leave balance is insufficient to cover the absence, salary may not be docked for absences of less than one work week.</p> <p>Salary will be docked for absence of a full work week.</p>	
<p>Employee worked at home.</p> <p>A "Telecommuting Agreement" must be on file with the Office of Human Resources prior to working off-site, or the supervisor must provide written permission with the time certificate in the case of the school closure.</p>	<p>No recording of leave required as per wage and hour law. Work at home is appreciated.</p>	<p>Record time worked as "regular" hours with the concurrence of their supervisor and for the remainder of their shift the employee must use vacation, compensatory time, or LWOP for all hours of missed work.</p>	<p>Record time worked as "regular" hours with the concurrence of their supervisor and for the remainder of their shift the employee must use vacation, exchange time, personal leave or LWOP for all hours of missed work</p>	<p>Record time worked as "regular" hours with supervisor approved. Use vacation, compensatory time, personal leave or LWOP for all hours of missed work.</p>
<p>Employee comes to work and leaves without working.</p>	<p>No recording of leave required as per wage and hour law.</p>	<p>Required to use vacation, compensatory time or LWOP for entire shift for all hours of missed work.</p>	<p>Required to use vacation, exchange time or LWOP for entire shift for all hours of missed work.</p>	<p>Required to use vacation, comp time, personal leave or LWOP for all hours of missed work. There is no pay for reporting to work.</p>
<p>Essential Service Personnel (Employees required to report to campus for work during</p>	<p>No recording of leave required as per wage and hour law.</p>	<p>Record time worked as "regular" hours. If shift not complete employee must use vacation, comp time or</p>	<p>Record time worked as "overtime" hours. If shift not complete employee must use vacation, exchange time or</p>	<p>Record time worked as "overtime" hours. If shift not completed, the employee must use vacation, comp</p>

the closure).		LWOP for balance of regular work shift.	LWOP for balance of regular work shift.	time, personal leave or LWOP for the balance of the regular work shift.
Employee comes to work after closure is announced and works for a period of time.	No recording of leave required as per wage and hour law.	Record time worked as “regular” hours and for the remainder of their shift the employee must use vacation, comp time or LWOP.	Record time worked as “regular” hours and for the remainder of their shift the employee must use vacation, exchange time, personal leave or LWOP.	Employee should record time worked as “regular” hours and for the remainder of their shift and use vacation, comp time, personal leave or LWOP.
Employee is on previously authorized sick leave or vacation.	Use previously authorized leave for entire shift.	Use previously authorized leave for entire shift.	Use previously authorized leave for entire shift.	Use previously authorized leave for entire shift.

**CLOSURE ANNOUNCED AFTER THE BEGINNING OF SCHEDULED WORK SHIFT START TIME**

Employee	Employment Category			
Action Taken	Unclassified Employees FLSA Overtime Exempt	Unclassified Employees FLSA Overtime Non-Exempt	Classified Employees FLSA Overtime Exempt (Refer to Article 63)	Classified Employees FLSA Overtime Non-Exempt (Refer to Article 63)
Employee reported to work and began working as scheduled before closure was announced.	If closure occurs after the employee reports to work, the employee is paid for the remainder of their scheduled work day; use of leave is not required.	If closure occurs after the employee reports to work, the employee is paid for the remainder of their scheduled work day; use of leave is not required.	If closure occurs after the employee reports to work, the employee is paid for the remainder of their scheduled work day; use of leave is not required.	If closure occurs after the employee reports to work, the employee is paid for the remainder of their scheduled work day; use of leave is not required.
Employee worked at home. No recording of leave required as per wage and hour law.	Record time worked as “regular” hours with supervisor approval and for the remainder of their shift use vacation, comp time, or LWOP for all hours missed.	Employee should record time worked as “regular” hours with the concurrence of their supervisor and for the remainder of their shift use vacation, comp time, exchange time, personal leave or LWOP.	Employee should record time worked as “regular” hours with the concurrence of their supervisor and for the remainder of their shift use vacation, comp time, exchange time, personal leave or LWOP.	Record time worked as “regular” hours with supervisor approval and for the remainder of their shift use vacation, comp time, exchange time, personal leave or LWOP.

Employee comes to work and leaves without working.	No recording of leave required as per wage and hour law.	Required to use vacation, comp time or LWOP for all hours of missed work.	Required to use vacation, comp time or LWOP for all hours of missed work.	Required to use vacation, comp time, exchange time, personal leave or LWOP for all hours of missed work. There is no pay for reporting to work.
Essential Service Personnel (Employees required to report to campus for work during the closure).	No recording of leave required as per wage and hour law.	Record time worked as “regular” hours. If shift not completed the employee should use vacation, comp time or LWOP for balance of regular work shift.	Required to remain working beyond the closure time as “essential services”. Time worked after the official closure will be paid at the overtime rate of time-and-one-half per SEIU Bargaining Agreement Article 63, Section 3 and use vacation, comp time, exchange time, personal leave or LWOP for the balance of regular shift completed.	Required to remain working beyond the closure time as “essential services”. Time worked after the official closure will be paid at the overtime rate of time-and-one-half per SEIU Bargaining Agreement Article 63, Section 3 and use vacation, comp time, exchange time, personal leave or LWOP for the balance of regular shift completed.
Employee comes to work after closure is announced and works for a period of time.	No recording of leave required as per wage and hour law.	Record time worked as “regular” hours and for the remainder of their shift the employee must use vacation, comp time or LWOP.	Record time worked as “regular” hours and for the remainder of their shift the employee must use vacation, comp time or LWOP.	Record time worked as “regular” hours and for the remainder of their shift use vacation, comp time, exchange time, personal leave or LWOP.
Employee is on previously authorized sick leave or vacation.	Use previously authorized leave for entire shift.	Use previously authorized leave for entire shift.	Use previously authorized leave for entire shift.	Use previously authorized leave for entire shift.

**DELAYED OPENING FOLLOWED BY FULL CLOSURE**

Employee	Employment Category			
Action Taken	Unclassified Employees FLSA Overtime Exempt	Unclassified Employees FLSA Overtime	Classified Employees FLSA Overtime Exempt	Classified Employees FLSA Overtime

		Non-Exempt	(Refer to Article 63)	Non-Exempt (Refer to Article 63)
Employee comes to work and leaves without working.	No recording of leave required as per wage and hour law.	Required to use vacation, comp time or LWOP for entire shift for all hours of missed work.	Required to use vacation, comp time or LWOP for entire shift for all hours of missed work.	Required to use vacation, comp time, exchange time, personal leave or LWOP for all hours of missed work. There is no pay for reporting to work.
Essential Service Personnel (Employees required to report to campus for work during the closure).	No recording of leave required as per wage and hour law.	Record time worked as “regular” hours. If shift not completed the employee should use vacation, comp time or LWOP for balance of work shift.	Record time worked as “overtime” hours and for the remainder of their shift use vacation, comp time, exchange time, personal leave or LWOP for all hours of missed work.	Record time worked as “overtime” hours and for the remainder of their shift use vacation, comp time, exchange time, personal leave or LWOP for all hours of missed work.
Employee arrives at work after closure is announced and works for a period of time.	No recording of leave required as per wage and hour law.	Record time worked as “regular” hours and for the remainder of their shift the employee should use vacation, comp time or LWOP for all hours of missed work.	Record time worked as “regular” hours and for the remainder of their shift the employee should use vacation, comp time or LWOP for all hours of missed work.	Record time worked as “regular” hours and for the remainder of the shift use vacation, comp time, exchange time, personal leave or LWOP for all hours of missed work.
Employee is on previously authorized sick leave or vacation.	Use previously authorized leave for entire shift.	Use previously authorized leave for entire shift.	Use previously authorized leave for entire shift.	Use previously authorized leave for entire shift.

Notification of delay or closures are available on the University website, campus closure telephone and broadcast media by approx. 5:30 am

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