In the event of inclement weather, the chancellor is responsible for determining if, for the safety and welfare of students and staff, classes will be postponed or some services suspended. Even when this occurs, it is likely that some university services and functions will remain in operation regardless of weather conditions, e.g., university housing, UW Madison Police Department, power plant operations, etc.

University communications staff will work with the chancellor to provide appropriate announcements to the media. Deans and directors should receive authorization from the Office of the Chancellor before directing employees not to report for work or sending employees home. Unless directed otherwise, employees are expected to report to work as scheduled. Each employee is expected to use discretion in determining if travel is safe. An employee who reasonably determines that travel would not be safe will not be subject to discipline for not reporting to work. Supervisors are expected to honor the reasonable requests of employees to arrive late or to leave early because of inclement weather. Employees are expected to make a reasonable effort to notify their supervisors if they cannot report to work or will report late.

Employees who are absent from work because of the inclement weather should report leave in the following manner:

- **Classified (Non-Exempt from overtime)**
  May use available annual leave (vacation), accrued compensatory time, available holidays, or leave without pay to cover each hour absent. Non-exempt 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, during the remainder of the workweek, as much of the time as is beneficial to the work unit.

- **Classified and Unclassified (Exempt from overtime)**
  May use available annual leave (vacation), available holidays, or leave without pay to cover the absence. If less than two hours of work are missed then there is no need to use annual leave. An employee and the employee’s supervisor may agree that the employee may account for the time of the absences in another manner consistent with the exempt nature of the employee’s work assignment.

If represented classified employees are directed not to report or are sent home they will be treated in accordance with the terms of their respective collective bargaining agreements. (Note: At this time some collective bargaining agreements provide that the employee will be compensated as if the time were worked when the employer directs employees to leave work or not to report to work.)
In the event that a department director finds it necessary to close an office due to an insufficient number of staff members available they should first consult with their associate dean and refer to the department closing policy.

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