

**Title: Inclement Weather Leave/Payroll Procedure**

It is the policy of Valdosta State University to ensure a safe campus environment for students, faculty, and staff. When inclement weather or other similar emergencies present a possible safety concern, the following procedures will be followed.

**PROCEDURE**

**II. PROCEDURE FOR PAYROLL REPORTING FOR INCLEMENT WEATHER PERIODS**

***University Closed for the Day -***

- A. Full-time Regular Employees- (Professional & Administrative/Monthly and Staff/Biweekly)

Full-time, benefitted employees receive their normally scheduled hours of pay charged as unscheduled closing. If an hourly paid employee is required by the supervisor to report to work, the employee is paid for the hours actually worked and also paid for unscheduled closing hours at the employee's regular rate. If an employee reports to work during campus closed time and is not required to work, the employee reports a regular workday and does not receive extra pay.

- B. Temporary Employees, Student Assistant, College Work Study

Part-time employees are paid for hours actually worked. Scheduled hours not worked due to inclement weather conditions may be made up during the same pay period with the approval of the Supervisor/Budget Manager.

- C. Faculty (Full and Part Time)

Faculty members receive full pay for an unscheduled closing. Classes may be rescheduled by the President.

***University Open at an Announced Time -***

The following examples are based on a partial Inclement Weather Day when Valdosta State University announces an official opening time of 12:00 noon or a partial day. Biweekly adjustments are made in ADP eTime. Any adjustments necessary for monthly paid employees are made in ADP eTime.

- A. Full Time Employees (Professional & Administrative/Monthly and Staff/Biweekly)

1. Arrival After Official Opening Hours - If an employee arrives at work later than the announced time for opening (for example, 12:00 noon) the hours regularly scheduled for the employee up to 12:00 noon are charged as unscheduled closing. The hours after 12:00 noon up to arrival time are charged as vacation (or uncompensated if no vacation leave available). The remaining hours are charged as regular work hours.
2. Employee Does Not Report to Work - If an employee does not report to work at the announced time for opening (for example, 12:00 noon) the hours regularly scheduled for that employee up to 12:00 noon are charged as unscheduled closing. The remaining

hours are charged as vacation (or uncompensated if no vacation leave available).

If a staff member is unable to report to work at the announced time of opening due to an inability to travel to work as a result of road conditions or some other applicable, documentable hazard or exigency, the Department Head is to be notified. Employees may receive full pay under these circumstances.

3. Scheduled Vacation – If an employee is on active pay status and already scheduled for vacation on an inclement weather day, the employee cannot charge hours as unscheduled closing. The entire day is charged as vacation.
4. Sick Time – If an employee is on active pay status and on sick leave during the unscheduled closing, the employee cannot charge hours as unscheduled closing. The entire day is charged as sick.
5. Working During Campus Closed Time - If an hourly paid employee is required by the supervisor to report to work before the University officially opens, the employee is paid for the hours actually worked and also paid for the unscheduled closing hours at the employee's regular rate. If an employee works during campus closed time and is not required to work, the employee reports a regular workday and does not receive extra pay.

B. Temporary Employees, Student Assistant, College Work Study, Graduate Assistants

These employees are paid for hours actually worked. Scheduled hours not worked due to inclement weather conditions may be made up during the same pay period with approval of Supervisor/Budget Manager.

C. Faculty (Full and Part-Time)

Faculty members who report to work at the announced time for opening receive full pay. Classes missed may be rescheduled by the President. If a faculty member is unable to report to work at the announced time of opening due to the inability to travel to work due to road conditions or some other applicable, documentable hazard or exigency, the Department Head is to be notified. Faculty members receive full pay under these circumstances.