

# INCLEMENT WEATHER

## WINTER IS COMING!



Announcements to close the university, delay the opening of the university or close the university early will be made in a variety of ways, including through JMU's emergency notification systems. Supervisors should encourage their employees to register for closings and emergency notifications from JMU through *MyMadison*.

Designated employees (employees who are *required* to work during an authorized closing) earn compensatory leave for hours worked up to the maximum number of hours of their normal daily work shifts. Non-exempt designated employees will be compensated in accordance with the *Fair Labor Standards Act (FLSA)* for any hours physically worked over 40 within the workweek.

In the event of an authorized closing, a supervisor may change the status of any employee to designated status, based on the needs of the department.

When inclement weather or other emergency conditions create transportation difficulties that result in an employee's late arrival, supervisors may authorize up to two hours of such lost time as an authorized absence not charged as leave. Supervisors should decide each case on its own merits.

For additional information or questions, please refer to:

- Policy 1309: Closings, Class Cancellations and Exam Postponements Due to Inclement Weather or Emergencies
- HR Consultant
- Leave Specialist