

To be added to listserv message to department chairs and time-approvers, draft approved by Jodi D. Gentry, VP for Human Resources, in 03/01/18 email to Ann Wehmeyer.

To include in OPS Supervisor email:

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Due to X-Natural-disaster, the university will be closed on XXX-day, Month + Date, YEAR. Administrative leave will be granted to eligible employees who were scheduled to work during this time. Where administrative leave is not available to employees, we ask that supervisors be flexible in allowing employees to make up missed work hours due to the university closing by providing opportunities to work from home with supervisory approval, or opportunities on campus to make up missed work hours within the two-week reporting period.