



Lehigh University Human Resources Policy

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| Policy Number: | 401 |
| Effective Date: | 12/23/1981 |
| Revisions: | 11/1/2007 |
| Applicability: | All Staff Members |

ABSENCE DUE TO ADVERSE WEATHER CONDITIONS POLICY

Purpose:

What to do when there are adverse weather conditions

Policy:

Lehigh's scheduled operations are rarely interrupted by inclement weather because it serves a residential student population. Even during periods of inclement weather, staff members should assume that the University is open and that they are expected to report to work. In cases of extremely severe weather, the University may choose to curtail administrative operations and/or cancel classes. This policy addresses staff timekeeping during periods of inclement weather when the University continues regular operation and in the rare circumstances when it does not.

Normal Operations During Inclement Weather

Employees who will arrive late, leave early, or are unable to come to work because of inclement weather conditions should notify their supervisor as soon as possible.

Nonexempt employees who come in late, leave early, or are absent because of weather conditions may either make up the lost time or charge the time lost to available floating holiday or vacation balances or unpaid time off. The lost time should be made up in the same workweek whenever possible. In all cases, the lost time may be made up only in a manner that does not result in overtime compensation under the Fair Labor Standards Act.

Exempt employees are not subject to the Fair Labor Standards Act and report time off in whole or half-day increments only. Exempt staff members who are not working because of weather conditions may charge the time lost to available floating holiday or vacation balances.

When Normal Operations Are Curtailed

A decision to curtail operations may only be made by the Provost or the President. It is not to be made on an ad-hoc, department-by-department basis. Curtailed operations may involve delayed openings, early closings, or cancellation of all but essential services.

Staff members in essential service positions are required to report to campus and remain on campus

during inclement weather and other emergency situations. Essential service positions are those needed to deliver student services and to maintain campus facilities, campus safety, and security. For nonexempt staff members in these positions, hours worked beyond regularly scheduled hours are subject to overtime provisions.

Nonexempt staff members who are required to report to campus during inclement weather are granted straight-time compensatory time off for hours worked during curtailed operations. The compensatory time off must be scheduled and taken before the end of the fiscal year.

Staff members who are not required to report to campus during periods of curtailed operations resulting from weather conditions should record the time away from work on timesheets as "University Authorized Absence."

If the University curtails administrative operations or cancels classes, the announcement will be made in the following ways:

Radio Stations

B104.1 – 104.1 FM

WAEB – 790 AM

WBYN – 1160 AM

WCTO – 96.1 FM

WEST – 1400 AM

WKFB – 107.5 FM

WLEV – 100.7 FM

WODE – 99.9 FM

WWYY – 107.1 FM

ON-LINE

69 News (<http://www.wfmz.com>)

Reading Eagle (<http://readingeagle.com/>)

Inside Lehigh (Home Page for Faculty, Staff, and Students) (<http://www3.lehigh.edu/insidelehigh/default.asp>)

TELEVISION

WFMZ-TV – Channel 69

TELEPHONE

610-758-NEWS (6397)

Keywords: Closing, Severe, Weather