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To: UA System Office Employees (SO)

From: Nickole Conley, Interim CHRO

Re: UA SO Inclement Weather Statement and Emergency Closure Guidelines

Snow and slippery conditions during the winter months may make it difficult for you to travel to work. Please use your best judgment, communicate with your supervisor, and do not put your safety at risk when it comes to traveling to work in dangerous weather conditions. Below are the University regulations and general guidelines for these occasions, keeping in mind that employee safety is the highest priority. **System Office employees should use the university protocol for their location.** If you're unsure or have questions, your immediate supervisor is the best point of contact.

As defined in University Regulations:

[R04.06.140. Administrative Leave.](#)

A. Administrative leave may be granted to an employee or a group of employees for a variety of reasons, including, but not limited to:

...

3. Severe, adverse weather conditions which may threaten the safety of individuals currently working or who may be traveling to/from work.

...

D. Administrative leave for severe, adverse weather conditions may be used at the discretion of the individual, leave-eligible employee but only after an authorization of "personal safety" administrative leave use is announced by the president, chancellor, or designee for the system, a university or community campus. Employees already scheduled out on other types of leave (annual, sick, etc.) or Leave without Pay are not eligible for personal safety administrative leave for that day.

If there is a closure:

Administrative leave use during a closure is intended for employees who are unable to work remotely when the Chancellor at your location decides that the campus is closed due to weather or an emergency situation. Use **earnings code 466 - Personal Safety Administrative Leave** on your timesheet. Temporary and student employees are not eligible for administrative leave.

Remote work:

Those who have remote work agreements in place, as well as those who can effectively work remotely, should do so even on closure days if conditions permit. Employees should discuss specific conditions or circumstances which prevent remote work with their primary supervisor.

Guidelines for Inclement Weather without Office Closure:

Employee well-being is our first concern, contact your supervisor to work out possible options such as:

- Working from home
- Working adjusted hours for the day
- Using annual leave to stay home

In Fairbanks:

UAF posts campuswide alerts at <http://uafalert.alaska.edu>, and via @UAFairbanks on Facebook. These are the official channels UAF will use to notify you of emergency closures, class cancellations, or for other weather-related instructions.

In Anchorage:

The employees of the Bragaw Office Building (BOB) will follow the lead of UAA with regard to emergency or weather-related closures. BOB is included under the umbrella of the Anchorage Core notifications.

In Juneau:

Employees will follow UAS guidance concerning weather-related or emergency closures. Methods of communication may include:

- UAS RAVE Alert/timely warning
- Email
- Social Media/News

At your earliest convenience, please confirm that your phone number(s) are up to date on the UA Online, [personal information page](#).