I. Purpose and Scope

While employees are expected to make every effort to be present and on time for work, it is recognized that hazardous weather conditions can result in tardiness and possible absences. Employees are encouraged to use sound judgment prior to traveling in hazardous weather conditions to prevent safety risks to themselves or others.

II. Policy

1. Supervisors must be notified of anticipated late arrival or absences. During extreme or hazardous conditions, non-exempt employees will not be penalized (no loss of pay or charge to vacation time) for any tardiness up to one (1) hour after their scheduled starting time.

2. Employees who are unable to safely arrive at work will be given the option of (1) not receiving pay for the period of absence OR (2) using accumulated vacation time to be charged against the absence OR (3) making up the lost time during the same workweek as approved by their supervisor/department head.

3. Occasionally, due to severe weather conditions, the University President will authorize early departure from work. When this occurs, employees shall receive their regular pay for the remainder of their scheduled workday. Due to the critical services of selected departments, essential employees may be required to complete their normal hours. Supervisors/department heads shall determine essential employees. Any non-exempt employees determined to be essential who are required to work following the official closure of the University shall be paid time and one-half for hours worked.
4. Supervisors/department heads should be contacted for appropriate pay provisions for second or third shift employees.

5. During times of extremely hazardous conditions, the University President may elect to officially close the institution. All employees who are scheduled to work shall be granted paid administrative leave during the official closure period. Non-exempt employees who are required to work because of their essential responsibilities will be paid time and one-half for hours worked. At the option of the supervisor/department head, time off at the rate of time and one-half may be given in lieu of overtime pay. If time off is awarded in lieu of pay, it must be used by the employee during the same workweek.

6. Any employee (exempt or non-exempt) on vacation or medical (sick) leave shall not be required to use accumulated leave for any hours/days when the University is officially closed due to hazardous conditions.

III. Procedure

1. Employees are encouraged to participate in all available WKU emergency and campus closure alerting processes and procedures. Employees must follow all current processes, procedures and guidelines for notifying his or her supervisor of the potential for tardiness or absenteeism.

IV. Exclusions

V. Related Policies

See also:

VI. Reason for Revision

Appendices: