

**INTERRUPTIONS OF UNIVERSITY OPERATIONS RELATED TO  
HAZARDOUS CONDITIONS, INCLEMENT WEATHER OR EVENTS CAUSING WORK CURTAILMENT**

Work Site or Campus Status	Unclassified FLSA Overtime Exempt	Unclassified FLSA Overtime Non-Exempt	Classified FLSA Overtime Exempt	Classified FLSA Overtime Non-Exempt
<p><b>FULL WORK DAY or WORK SHIFT CLOSURE</b></p>	<p>Employees are on a professional work week and are <b>not required</b> to use accrued vacation leave to cover the absence of a full day or more.</p> <p>Absence of a full work week: Salary will be docked if the leave balance is insufficient to cover the absence of a full work week.</p>	<p>Employees are <b>required</b> to use accrued vacation leave or compensatory time for all hours of missed work. *</p> <p>(* Subject to the President's, or his/her designee's, review due to unforeseen or unique circumstances.)</p> <p>If the employee's leave balance is insufficient to cover absence, the employee will be placed on leave without pay for hours not covered by accrued leave.</p>	<p>Employees are <b>required</b> to use accrued vacation leave, exchange time, or personal leave for all hours of missed work if closure occurs <u>before</u> the employee reports to work and begins his/her shift.*</p> <p>Employees may, however, opt to use leave without pay (LWOP) rather than accrued leave time.*</p> <p>If the employee's leave balance is insufficient to cover the absence, salary may not be docked for absences of less than one work week.*</p> <p>Salary will be docked for absence of a full work week.*</p>	<p>Employees are <b>required</b> to use accrued vacation leave, compensatory time, personal leave, or leave without pay (LWOP) for all hours of missed work if closure occurs <u>before</u> the employee reports to work and begins his/her shift.*</p>
			<p><i>*In the event of a full campus closure of facilities due to inclement weather or hazardous conditions, the University President or designee, may declare such a closure as a paid day. Such a declaration may be made within seventy-two (72) hours of the announcement of the closure. Where no declaration is made within that time, or where the declaration is that a form of leave must be used, employees are to use leave as described above.</i></p>	

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<p><b>FULL WORK DAY or WORK SHIFT CLOSURE (continued)</b></p>	<p>An employee authorized to work at home or off-site is not required to use leave, compensatory time, or leave without pay (LWOP) during the hours/day of closure.</p> <p>For Non-Teaching Unclassified Staff, a <a href="#">Telecommuting Agreement</a> must be on file with the Office of Human Resources prior to working off-site, unless the supervisor has provided expressed permission prior to closure.</p>		<p>Working from home or off site is not permitted unless there is a <a href="#">Telecommuting Agreement</a> on file with the Office of Human Resources prior to working off-site.</p>	
	<p>An employee designated “<b>Essential</b>” and required to report to work during a closure will be paid at his/her regular pay rate during the hours/days of closure.</p>		<p>An employee designated “<b>Essential</b>” and required to report to work during a closure will be paid at 1.5 times his/her regular pay rate (penalty pay) during the hours/days of closure.</p> <p>A “<b>Non-Essential</b>” employee who reports to work and begins his/her work shift before a closure is announced is not required to use accrued leave and will be paid for the duration of their shift, whether or not the employee works the remainder of their shift. A “Non-Essential” employee who reports to work and is allowed to work any portion of their work shift after a closure is announced will be paid at regular rate during the hour/days of closure.</p>	
	<p>Makeup time or use of sick leave is not permitted. Sick leave may be used only for <b>pre-approved</b> medical appointments/absences scheduled prior to closure.</p>		<p>Makeup time or use of sick leave is not permitted. Sick leave may be used only for <b>pre-approved</b> medical appointments/absences scheduled prior to closure.</p>	

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<b>DELAYED OPENING</b>	Employees are <b>not required</b> to use vacation leave for hours of missed work due to a delayed opening.	<p>Employees are <b>required</b> to use accrued vacation leave or compensatory time for all hours of missed work.</p> <p>If the employee's leave balance is insufficient to cover the absence, the employee will be placed on leave without pay (LWOP) for hours not covered by accrued leave.</p>	<p>Employees are <b>required</b> to use accrued vacation leave, exchange time, or personal leave, or may elect to use leave without pay (LWOP) for all hours of missed.</p> <p>If the employee's leave balance is insufficient to cover the absence due to closure, the employee's salary will not be docked.</p>	Employees are <b>required</b> to use accrued vacation leave, compensatory time, personal leave, or leave without pay (LWOP) for all hours of missed work due to delayed opening that occurred before the employee reported to work and began his/her work shift.
<b>DELAYED OPENING (continued)</b>	<p>An employee authorized to work at home or off-site is not required to use leave, compensatory time, or LWOP during the hours/day of closure.</p> <p>For Non-Teaching Unclassified Staff, a <a href="#">Telecommuting Agreement</a> must be on file with the Office of Human Resources prior to working off-site, unless the supervisor has provided expressed permission prior to closure.</p>		Working from home or off site is not permitted unless there is a <a href="#">Telecommuting Agreement</a> on file with the Office of Human Resources prior to working off-site.	
	Makeup time or use of sick leave is not permitted. Sick leave may be used only for <b>pre-approved</b> medical appointments/absences scheduled prior to closure.		Makeup time or use of sick leave is not permitted. Sick leave may be used only for <b>pre-approved</b> medical appointments/absences scheduled prior to closure.	

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<p align="center"><b>CLOSURE AFTER BEGINNING OF WORK DAY or WORK SHIFT</b></p>	<p>If a closure occurs after the employee reports to work, the employee is paid for the remainder of the scheduled work day; use of leave is not required.</p>		<p>If a closure occurs after the employee reports to work, the employee is paid for the remainder of his/her shift; use of leave or leave without pay (LWOP) is not required.</p>	
		<p>If the employee leaves work prior to a closure, the employee is required to use accrued leave for the time between when he/she left work and the time the closure went into effect.</p>	<p>If the employee leaves work prior to a closure, the employee is required to use accrued leave for the time between when he/she left work and the time the closure went into effect.</p>	
<p align="center"><b>CLOSURE AFTER BEGINNING OF WORK DAY/SHIFT (continued)</b></p>	<p>An employee authorized to work at home or off-site is not required to use leave, compensatory time, or LWOP during the hours/day of closure.</p> <p>For Non-Teaching Unclassified Staff, a <a href="#">Telecommuting Agreement</a> must be on file with the Office of Human Resources prior to working off-site, unless the supervisor has provided expressed permission prior to closure.</p>		<p>Working from home or off site is not permitted unless there is a <a href="#">Telecommuting Agreement</a> on file with the Office of Human Resources prior to working off-site.</p>	
	<p>An employee designated “<b>Essential</b>” and required to remain at work after a closure goes into effect will be paid at his/her regular pay rate for the remainder of his/her work shift.</p>		<p>An employee designated “<b>Essential</b>” and required to remain at work after a closure goes into effect will be paid at 1.5 times his/her regular rate or pay (penalty pay) for the remainder of his/her shift.</p>	
	<p>Makeup time or use of sick leave is not permitted. Sick leave may be used only for <b>pre-approved</b> medical appointments scheduled prior to closure.</p>		<p>Makeup time or use of sick leave is not permitted. Sick leave may be used only for <b>pre-approved</b> medical appointments scheduled prior to closure.</p>	

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<p align="center"><b>UNIVERSITY NOT CLOSED</b></p>	<p>Employees who do not report to work at all or report to work 4 hours or more after the start of their work day are <b>required</b> to use accrued vacation leave for all hours of absence.</p> <p>If the employee's leave balance is insufficient to cover absence, salary is not docked for hours of unpaid leave if the absence is less than one work week.</p>	<p>Employees are <b>required</b> to use accrued vacation leave or compensatory time for all hours of absence.</p> <p>If the employee's leave balance is inadequate to cover absence, the employee is placed on leave without pay.</p>	<p>Employees are <b>required</b> to use accrued vacation leave, exchange time, or personal leave, or may elect to use leave without pay (LWOP) for all hours of absence.</p> <p>If the employee's leave balance is insufficient to cover absence, salary is not docked for hours of unpaid leave if the absence is less than one work week.</p>	<p>Employees are <b>required</b> to use accrued vacation leave, compensatory time, personal leave, or leave without pay (LWOP) for all hours of absence.</p>
<p><b>Notes:</b></p>	<p>An employee authorized to work at home or off-site is not required to use leave, compensatory time, or LWOP during the hours/day of closure.</p> <p>For Non-Teaching Unclassified Staff, a <a href="#">Telecommuting Agreement</a> must be on file with the Office of Human Resources prior to working off-site, unless the supervisor has provided expressed permission prior to closure.</p> <p>Makeup time is not permitted.</p>		<p>Working from home or off site is not permitted unless there is a <a href="#">Telecommuting Agreement</a> on file with the Office of Human Resources prior to working off-site.</p> <p>If employee reports to work within two hours of their start time, makeup time may be scheduled within 60 days of missed time, provided makeup does not require payment of overtime (compensatory time/exchange time for exempt status).</p> <p>Makeup time is not permitted.</p>	

This matrix applies to regular, irregular, and flexible work schedules.

Employees on an approved leave (FMLA/OFLA or Vacation) or on a reduced work schedule should contact their supervisor or the Office of Human Resources for assistance.

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Closure information will be posted on the Oregon State University Home Page: <http://oregonstate.edu>

Useful Web Sites

Inclement Weather Memo [http://oregonstate.edu/admin/hr/incl\\_weather\\_memo.pdf](http://oregonstate.edu/admin/hr/incl_weather_memo.pdf)  
 Time Reporting Memo <http://oregonstate.edu/admin/hr/inclementweathertimereporting.pdf>

FLSA Guidelines:  
 Unclassified <http://oregonstate.edu/admin/hr/flsa.pdf>  
 Classified <http://oregonstate.edu/admin/hr/flsaaclass.pdf>

Telecommuting Agreement <http://hr.oregonstate.edu/hristeam/documents/telecommuting-policy-and-agreement-form>