

**WINTHROP UNIVERSITY**  
**HAZARDOUS WEATHER / EMERGENCY LEAVE POLICY**

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A. Intent of Policy

It is the intent of this policy to provide Winthrop employees with information and direction regarding the operation of the university in the event of hazardous weather conditions or other emergency situations.

B. Applicability

This policy applies to any Winthrop employee who may be affected by the decision to suspend normal operations of the university due to hazardous weather/emergency conditions.

C. Policy

In accordance with state provisos and regulations, the following provisions apply in the event an employee is unable to report to work or reports late, or in the event that the governor or the university suspends operations due to hazardous weather/emergency conditions.

1. When the governor declares a state of emergency for the state or any portion of the state, he can provide state employees leave with pay for absences from work due to a state of emergency for hazardous weather of up to five days for each declaration of a state of emergency. The Office of Human Resources will notify employees via HRHELP e-mail if the governor elects to grant leave with pay following each hazardous weather/emergency event.
2. In the event that the governor does not provide leave with pay, an employee who misses all or part of the regular workday due to hazardous weather/emergency conditions may be allowed at the discretion of the department head, to:
  - a. make up the lost time at a mutually agreed upon time;
  - b. use accrued annual leave;
  - c. use accrued compensatory time; or
  - d. take leave without pay

3. It is the responsibility of each department manager to ensure that all time missed from work by all employees in the department is accounted for in one of the ways stated above. An employee must be allowed to make up the hours if the employee so desires. If time is to be made up, it should be done within a reasonable period of time.
4. Employees who are unable to report to work when the campus has not been officially closed due to hazardous weather/emergency conditions will be expected to notify their departments early in the workday.
5. Certain critical university operations must be maintained in the event of a hazardous weather/emergency condition. Although all employees are important in the general operation of the university, certain categories of employees are considered to be “essential” in maintaining critical university operations during hazardous weather/emergency conditions. Those “essential” categories of employees (defined below) who provide critical services are expected to report to work when the university is closed or is operating on a delayed schedule due to hazardous weather/emergency conditions.

“Essential” employee categories generally include the areas of campus police and facilities management. These positions include: dispatcher, police officer, groundskeeper, facility maintenance workers and housekeepers. Other positions may be designated as “essential” at the discretion of the university. Individual employees in these “essential” categories will be notified by their supervisor in advance of their need to report to work when classes are canceled and/or administrative offices are closed or operating on a delayed schedule. Depending on the nature of the hazardous weather/emergency event, employees in these “essential” categories may be asked to perform emergency functions for which they are qualified but which may be different than the usual functions of their jobs. Employees with questions about their status should contact their supervisors.

Questions concerning hazardous weather/emergency leave may be directed to the Office of Human Resources.