

## Use of Leave During Campus Closures

Employees are automatically registered to receive SOU Alerts through their work email address and telephone number. In an effort to receive up to date notifications about inclement weather, emergencies or other campus closures, it is recommended that all employees customize their SOU Alert account (via InsideSOU.edu) to add personal email, cell phone and text messaging. SOU Alerts, whenever possible, are also published on the University website, InsideSOU, and through official SOU social media accounts.

The use of leave to cover campus closure situations is governed by statute, federal and state wage and hour law, SOU policies, and collective bargaining agreements. To receive pay during a campus declared closure, SEIU and unclassified non-exempt employees must record vacation, compensatory time off (comp time), exchange time, personal leave, leave without pay or inclement weather leave on the Monthly Leave Record/Monthly Timesheet/Web Time Entry. Please note that not all leave types apply to all employees. Sick leave may only be used for pre-approved medical appointments and other pre-authorized conditions or absences scheduled prior to the closure. Per wage and hour law, unclassified exempt employees will receive pay for a full or partial day closure (must report LTI).

Per the 2019-2021 SEIU collective bargaining agreement, classified employees receive a 48-hour paid closure LTW balance. Classified essential service employees scheduled and required to work during the closure must enter the LTW hours in addition to entering the hours actually worked as overtime to receive pay at double time and a half for all hours worked during the weather event.

Employees on previously documented and approved telecommuting agreements on file in Human Resources, who are not otherwise impacted by a campus closure, may continue to work if operationally feasible. Where the campus closure affects the ability to telecommute, please refer to the chart below.

For questions or to discuss specific situations, please call Human Resources at 541-552-8553 or hrs@sou.edu, or Michele Barlow at 541-552-8119 or barlowm@sou.edu.

### Scenario 1

#### Timely announcement of delay or closure by 6:30 a.m.

Situation	FLSA Overtime Exempt	Unclassified Employees Overtime Eligible (Non-Exempt)	Classified Employees (SEIU Represented)
Employee does not report to work.	<p>No recording of leave required as per wage and hour law.</p> <p>If declared by President as paid closure, record time as "LTI" (Inclement/Closure paid)</p> <p>If employee is on previously authorized sick, vacation or other paid/unpaid leave, use previously authorized leave as scheduled.</p>	<p>Required to use vacation, comp time or LWOP for all hours of missed work.</p> <p>If declared by President as paid closure, record time as "LTI" (Inclement/Closure paid).</p> <p>If employee is on previously authorized sick, vacation or other paid/unpaid leave, use previously authorized leave as scheduled.</p>	<p>Per SEIU Article 58, apply 48-hour LTW (leave taken weather) bank, vacation, comp time, exchange time, personal leave or leave without pay for all hours of missed work.</p> <p>Essential service employees scheduled and required to work during the closure must enter the LTW hours in addition to entering the hours actually worked as overtime to receive pay at double time and a half (2.5) for all hours worked during the weather event. Once LTW is exhausted, pay reverts to time and a half (1.5).</p>

**Scenario 1 (Continued) - Timely announcement of full day closure by 6:30 a.m.**

Situation	FLSA Overtime Exempt	Unclassified Employees Overtime Eligible (Non-Exempt)	Classified Employees (SEIU Represented)
<p>Employee telecommutes and is not otherwise impacted by a campus closure</p> <p>Previously approved "Telecommuting Agreement" must be on file in Human Resources.</p>	<p>Continue to work as scheduled. No recording of hours worked per wage and hour law.</p>	<p>Continue to work as scheduled. Record time worked as "regular".</p> <p>If campus closure affects the ability to telecommute, record vacation, comp time or LWOP for all hours of missed work.</p>	<p>Continue to work as scheduled. Record time worked as "regular".</p> <p>If the campus closure affects the ability to telecommute, per SEIU Article 58, apply 48-hour LTW (leave taken weather) bank, vacation, comp time, exchange time, personal leave or leave without pay for all hours of missed work.</p>
<p>Employee comes to work and leaves without working.</p>	<p>No recording of leave required as per wage and hour law.</p> <p>If declared by President as paid closure, record time as "LTI" (Inclement/Closure paid).</p>	<p>Required to use vacation, comp time or LWOP for entire shift for all hours of missed work.</p> <p>If declared by President as paid closure, record time as "LTI" (Inclement/Closure paid).</p>	<p>Per SEIU Article 58, apply 48-hour LTW (leave taken weather) bank, vacation, comp time, exchange time, personal leave or leave without pay for all hours of missed work.</p>
<p>Essential Service Personnel (employees required to report to campus for work during closure).</p>	<p>Complete shift. No recording of leave required as per wage and hour law.</p> <p>If declared by President as paid closure, record unworked time for the remainder of the shift as "LTI" (Inclement/Closure paid).</p>	<p>Record time worked as "regular" hours. If shift is not completed, employee must use vacation, comp time or LWOP for balance of regular work shift.</p> <p>If declared by President as paid closure, record unworked time for the remainder of the shift as "LTI" (Inclement/Closure paid).</p>	<p>Essential service employees scheduled and required to work during the closure must enter the LTW hours in addition to entering the hours actually worked as overtime to receive pay at double time and a half (2.5) for all hours worked during the weather event. Once LTW is exhausted, pay reverts to time and a half (1.5).</p>
<p>Employee comes to work after closure is announced and works for a period of time.</p>	<p>No recording of leave required.</p>	<p>Record time worked as "regular" hours and for the remainder of their shift the employee must use vacation, comp time or LWOP.</p> <p>If declared by President as paid closure, record unworked time as "LTI" (Inclement/Closure paid).</p>	<p>Record time worked as "regular" hours and for the remainder of the shift, per SEIU Article 58, apply 48-hour LTW (leave taken weather) bank, vacation, comp time, exchange time, personal leave or leave without pay for all hours of missed work.</p>
<p>Employee is on previously authorized sick, vacation or other paid/unpaid leave.</p>	<p>Record previously authorized leave for entire shift.</p>	<p>Record previously authorized leave for entire shift.</p>	<p>Record previously authorized leave for entire shift.</p>

**Scenario 2 - Closure announced after the beginning of scheduled work shift start time.**

Situation	FLSA Overtime Exempt	Unclassified Employees Overtime Eligible (Non-Exempt)	Classified Employees(SEIU Represented)
Employee reported to work and began working as scheduled before closure was announced.	No recording of leave required.	No recording of leave required.	No recording of leave required.
Employee telecommutes and is not otherwise impacted by a campus closure  Previously approved "Telecommuting Agreement" must be on file in Human Resources.	Continue to work as scheduled. No recording of hours worked per wage and hour law.	Continue to work as scheduled. Record time worked as "regular".	Continue to work as scheduled. Record time worked as "regular".
Essential Service Personnel (employees required to report to campus for work during closure).	Complete shift. No Recording of leave required as per wage and hour law.  If declared by President as paid closure, record unworked time for the remainder of the shift as "LTI" (Inclement/Closure paid).	Record time worked as "regular" hours.  If declared by President as paid closure, record unworked time for the remainder of the shift as "LTI" (Inclement/Closure paid).	Essential service employees scheduled and required to work during the closure must enter the LTW hours in addition to entering the hours actually worked as overtime to receive pay at double time and a half (2.5) for all hours worked during the weather event. Once LTW is exhausted, pay reverts to time and a half (1.5).
Employee is on previously authorized sick, vacation or other paid/unpaid leave.	Record previously authorized leave for entire shift.	Record previously authorized leave for entire shift.	Record previously authorized leave for entire shift.