



Adverse Weather

Debra Harrison

Leave Systems Analyst

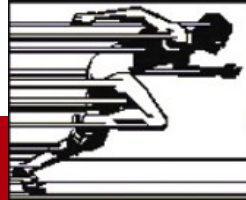
Benefits - Leave Administration Unit





Adverse Weather

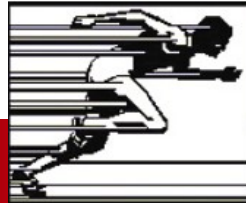
- On Monday, February 1, 2010, the University was operating under Adverse Weather - Status 3.
 - Essential employees were expected to report to work as normal.
 - Non-essential employees are encouraged to report to work but the university recognizes personal factors may interfere. Employees are expected to use their own judgment. They may use leave or make up the time within the next 12 months as prescribed under the Adverse Weather policy.
- On Tuesday, February 2, 2010, the university was open for normal operating hours
 - Any time missed after February 1, 2010, employees must use accrued leave or take leave without pay.
 - Absences cannot be recorded as Adverse Weather and cannot be made up.





Adverse Weather

- When the University announces that classes or other campus activities are cancelled - or that classes are being held under adverse weather advisory (Status 3 or 4):
 - Essential Personnel
 - Regular, leave-earning, SPA staff and EPA professionals (non-faculty) are required to report to work as normal.
 - Do not earn leave on an hour for hour basis under Status 3 or 4 - Only earn hour for hour under Status 1 or 2
 - Non-Essential Personnel
 - Regular, leave-earning SPA staff and EPA professionals whose presence is not required may use accrued annual leave, comp time, or bonus leave for work time missed. If no paid leave is available, they may take time off without pay. Alternatively, they are permitted to make up the absence within 12 months.





Adverse Weather

- **Making up Adverse Weather Time under Status 3 or 4:**
 - Policy instructs that for non-exempt employees “time should be made up at the "straight time" pay rate, either during the same workweek, or in a week in which the employee would not otherwise work 40 hours (such as a week that includes a vacation, holiday, or sick day).
 - Exempt employees can make up the time at a time mutually agreeable to their supervisor.
 - Can make up time in weeks where they have already worked 40 hours.
 - Time not made up within the 12-month period will be charged against annual or bonus leave if available or adjusted from pay.





Adverse Weather

- For additional information on the University Adverse Weather regulation, please visit:
 - www.ncsu.edu/policies/campus_environ/health_safety_welfare/REG0-4.20.7.php





Questions?

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