



University of North Carolina Wilmington

February 5, 2015

MEMORANDUM

TO: Faculty and Staff

FROM: Dr. Rosalynn Martin
Associate Vice Chancellor for Human Resources

SUBJECT: Adverse Weather Policy and Procedures

[Please print and distribute this for individuals in your unit who do not have regular access to e-mail.]

The State Human Resources Commission has approved a recommendation from the [N.C. Office of State Human Resources](#) (OSHR) to modify the policy governing the operations of state agencies during adverse weather and emergency events. An [Adverse Weather Policy](#) (PDF) and an [Emergency Closing Policy](#) (PDF) are now in effect on the UNCW campus for leave-earning employees. While these policies are effective immediately, we will work to incorporate the changes and modify our existing university policies.

The primary changes being implemented by the two policies are:

- Clarifying the difference between an adverse weather event and an emergency event.
- Separate policies designated for adverse weather and emergency closings.
- Guidelines for acceptable accounting for employee time lost to such events.

The Adverse Weather Policy defines the timeframe that leave-earning employees have available to make up any time lost due to an **adverse weather event**. If there is a business need and prior supervisory approval, employees (without sufficient accrued comp time to cover the absence due to adverse weather) can make up time lost in any work week within 90 days, rather than charging time to their accumulated leave balance. Previously, employees could only make up work lost due to adverse weather in a work week where there was no possibility of incurring overtime.

The Emergency Closing Policy covers the **most severe weather conditions** or other potentially life-threatening situations (referred to as catastrophic in the former policy). These events will be classified as “emergencies” in the new policy and will not require employees to charge time to be made up to their leave. The Chancellor retains the authority to suspend mandatory and non-mandatory operations.

For additional information contact Patti Hale, Human Resources at 962-2033 or halep@uncw.edu