



Masonic Cancer Center

UNIVERSITY OF MINNESOTA

Comprehensive Cancer Center designated by the National Cancer Institute

## ADMINISTRATIVE POLICY

# Inclement Weather

Policy Type:  
Human Resources

Policy Owner(s):  
Human Resources Manager

Policy contacts:  
[Melissa Daufelt](#)

Revised:  
Reviewed: 04/09/18  
Effective Date: 01/11/18

## POLICY STATEMENT

Masonic Cancer Center understands that, even when the University remains open, not everyone may be able to travel to campus in inclement weather. Employees are expected to use their best judgment in assessing the risk of coming to campus, based on individual circumstances.

Employees who are unable to come to work or who will be in late because of severe weather conditions should notify their supervisor as early as possible by email or telephone; and make arrangements to handle urgent responsibilities. With supervisor approval, an employee may work at home or an alternate location during the inclement weather. Employees who want to leave early because of the weather must request the permission of their supervisor.

- Civil Service and Labor Represented employees who come in late, leave early, or are unable to work because of weather conditions will be able to make up the time during the workweek with supervisor approval or will report the absence using available vacation leave, comp time, personal holiday or unpaid leave.
- Academic and V-class employees will use available vacation or personal holiday for absences in whole or half day increments.
- Students who come in late, leave early, or are unable to work because of weather conditions will be able to make up the time during the workweek with supervisor approval. Actual hours worked will be paid.

In the event of an official University closure, faculty, staff, and students will be notified as quickly as practical through internal and external communications systems, including, as appropriate, the University's e-mail, TXT-U, tone alert radios, and home page, as well as broader external media resources (television, radio), once a decision is made to execute a closure or cancel classes. Expectations for reporting to work and specifics on when and how employees will be paid during a campus closing are available online and are subject to change: [Pay Provisions during Emergency Closings](#).

*Department policies are prepared as a supplement to University rules and contracts. Any conflict is inadvertent and University rules and contracts take precedence in all cases.*