UW Suspended Operations and Inclement Weather

Last updated January 2023

The UW generally has two statuses due to bad weather, Inclement Weather and the more serious status of Suspended Operations.

Below also provides the process in both cases. One key distinction is that make up time is allowed under suspended operations, but not under inclement weather.

**Inclement Weather**

Find out UW operations status:

- Sign up for the [UW Alert System](https://uwue.com) to receive messages by text or email
- Check the [UW Home Page](https://www.uw.edu) for updates
- Call the UW Info Line at 206-UWS-INFO or 866-897-4636

UW operations will generally remain open, but inclement weather can cause transportation problems or hazardous conditions for you to commute to our office, and/or disruptions to schools.

Classified staff and professional staff:

- May telework,
- Or take absences using vacation leave, personal holiday (full-day only), or unpaid time off (if you have low or no accrued leave).
- Please notify your manager of your plan and submit any leave requests into Workday.
- Reschedule any meetings, if needed.

Please review [UW's Inclement Weather webpage](https://hr.uw.edu/policies/inclement-weather/) for full guidance including use of leave: [https://hr.uw.edu/policies/inclement-weather/](https://hr.uw.edu/policies/inclement-weather/)

**Suspended Operations**

Find out UW operations status:

- Sign up for the [UW Alert System](https://uwue.com) to receive messages by text or email
- Check the [UW Home Page](https://www.uw.edu) for updates
- Call the UW Info Line at 206-UWS-INFO or 866-897-4636

The UW President’s office will email a campus press release if there is very severe weather to declare a temporary suspension of University operations. We also received one from University Advancement this morning, too.

Everyone may telework if able to. If power/internet goes down or other priorities require your attention away from work:

**Overtime-Eligible Contract Covered Staff** (Advancement Coordinators and Program Coordinator for Gift Processing and Donor Acknowledgement):
May take paid leave (vacation, sick, etc.)
May take unpaid leave if paid leave balances are low
May make up time within 90 days, limited to a week. Made up time is overtime eligible if worked more than 8 hours in a day; for example, if there was an hour of make up time on top of a normal day, the normal day has 8 hours and the make up time of 1 hour should be set to overtime.

Overtime-Exempt Professional Staff (everyone else on our team):

- Professional staff remain responsible for meeting all work obligations regardless of time missed during suspended operations. This may require working additional time outside of normal business hours when operations resume. Because of these expectations, overtime-exempt professional staff are not required to charge leave balances during suspended operations of less than one work week. Beyond one work week, time missed is charged to vacation time off, other available time off (personal holiday, discretionary leave), or unpaid time off (unpaid time off may be charged for whole day absences only).
- If you would rather not make up the time or work obligations, then you may take paid leave.

You may review UW's Suspended Operations webpage for full guidance which includes a number of other scenarios: [https://hr.uw.edu/policies/suspended-operations/](https://hr.uw.edu/policies/suspended-operations/)

If you have questions about the policies, I can help answer them but I may need to consult with HR if it's a complex situation.