

January 22, 2007



MEMORANDUM

TO: HRPartners
Academic Council

CC: Deans, Vice Presidents, Chairs, and Directors

FROM: Brett L. Morris
Assistant Vice President for Human Resources

SUBJECT: Documenting Employee Time for the Recent Inclement Weather Days
(OHR 2007-017)

On Tuesday, January 16 and Wednesday, January 17, our San Antonio campuses were closed due to icy conditions that made travel difficult. Closures like these are addressed in HOP Policy 4.7.20, "Staffing During Adverse Conditions."
<http://www.uthscsa.edu/hop2000/4.7.20.pdf> .

The procedures for documenting employee time for Tuesday, January 16 and Wednesday, January 17 will *not* be the same as those used for the recent National Day of Mourning. The National Day of Mourning was treated for documentation purposes in the same manner as a federal holiday. The following guidelines will apply to documenting time for Tuesday, January 16 and Wednesday, January 17:

- Employees who are NOT designated as essential staff are assumed to have been willing and able to report to work but were prevented from doing so by weather conditions.
- Employee time off on an inclement weather day should be indicated as "Other" on time sheets *unless* the employee had already scheduled vacation, personal leave, or sick leave.
- If the employee had already scheduled paid leave time, the time off should be charged to the leave balance as previously requested. For example, if an employee requested one vacation day on January 16, his or her time sheet would reflect one vacation day and for January 17, one "Other" day.
- Employees designated as essential staff will receive equivalent time for hours worked on Tuesday and Wednesday.

- Employees designated as essential staff who failed to report to work on Tuesday or Wednesday will have their vacation leave charged for the absence unless they were ill on these days. In that case, sick leave or personal leave may be charged. These employees may also be subject to disciplinary action depending on the reason for not reporting to work.
- Any non-essential staff employee who worked on Tuesday and/or Wednesday will earn an hour of equivalent time for each hour worked.
- Tuesday and Wednesday should be treated a regular work days for Health Science Center employees who work in South Texas. These employees will not earn equivalent time for reporting to work on those days.
- Employees who were not able to report to work on Thursday will have their vacation or personal leave charged for the absence.

Please do not hesitate to contact Ms. Debbie Cash (567-2590) or me if you have any questions regarding this issue.

OHR 2007-017