## **Use of Leave During Campus Closures**

The use of leave to cover campus closure situations is governed by statute, federal and state wage and hour law, SOU policies, and Collective Bargaining Agreements. Possible types of leave that may be used are vacation, personal time, exchange time, comp time and leave without pay, depending on the policies and contract language that apply to various groups of employees. Please note that not all leave types apply to all employees. Sick leave may only be used for preapproved medical appointments and other pre-authorized conditions or absences scheduled prior to the closure.

In the event of a full campus closure or curtailment of services, the university President or designee will determine within 72 hours if the closure will be declared as paid.\*\* Per wage and hour law, exempt employees will receive pay for the closure. For unpaid closures SEIU and unclassified non-exempt employees must record time as indicated in the chart below.

For questions about this chart or to discuss specific situations on a case-by-case basis, please call Human Resources at 541-552-8553, or Michele Barlow at 541-552-8119.

Scenario 1 / Timely announcement of full day closure – notification via SOU Alerts (Email, text, voice messages) and on SOU website and broadcast to media by approximately 6:30 am

Employment Category	Unclassified and Classified FLSA Overtime Exempt	Unclassified Employees Overtime Eligible	Classified Employees (SEIU Represented)
Employee does not	No recording of leave	Required to use vacation, comp	As per SEIU contract Article 63
report to work.	required as per wage and	time or LWOP for all hours of	employees are required to use
	hour law.	missed work.	vacation, comp time, exchange time,
		**Unless declared as paid	personal leave or LWOP for all hours of missed work.
		onless declared as paid	**Unless declared as paid
Employee worked at	No recording of leave	Record time worked as "regular"	Record time worked as "regular"
home.	required as per wage and	hours with the concurrence of	hours with the concurrence of the
	hour law.	their supervisor. If campus	supervisor. If the campus closure
A "Telecommuting		closure impacts the ability to	impacts the ability to work from
Agreement" must be on file with the Office of Human		work from home, the employee	home, then follow SEIU contract
Resource Services prior to		must use vacation, comp time or LWOP for all hours of missed	Article 63 and use vacation, comp time, exchange time, personal leave
working off-site, unless the		work.	or LWOP for all hours of missed work.
supervisor has provided permission in the case of the			0. 2000, 10. 0., 1100, 0., 1100
campus closure.		**Unless declared as paid	**Unless declared as paid
Employee comes to work	No recording of leave	Required to use vacation, comp	As per SEIU contract Article 63
and leaves without	required as per wage and	time or LWOP for entire shift for	employees required to use vacation,
working	hour law.	all hours of missed work.	comp time, exchange time, personal
			leave or LWOP for all hours of missed work. There is no pay for reporting to
		**Unless declared as paid	work. There is no pay for reporting to
		0.11000 0.00101 0.0 0.0 pa. 0	
			**Unless declared as paid
Essential Service	No Recording of leave	Employee should record time	Employee should record time worked
Personnel (employees	required as per wage and	worked as "overtime" hours. If	as "overtime" hours following the
required to report to campus for work during	hour law.	shift not complete employee must use vacation, comp time or	SEIU contract Article 63 provisions. If shift not completed, the employee
closure)	Employee earns an	LWOP for balance of regular	must use vacation, comp time,
	alternate day off, per	work shift.	exchange time, personal leave or
	SOU Administrators		LWOP for the balance of the regular
	Leave Policy.		work shift.
		** Unless declared as paid	** !!
			** Unless declared as paid

Employment Category	Unclassified and Classified FLSA Overtime Exempt	Unclassified Employees Overtime Eligible	Classified Employees (SEIU Represented)
Employee comes to work	No recording of leave	Employee should record time	Employee should record time worked
after closure is	required.	worked as "regular" hours and	as "regular" hours and for the
announced and works for		for the remainder of their shift	remainder of the shift follow SEIU
a period of time.		the employee must use	contract Article 63 and use vacation,
		vacation, comp time or LWOP.	comp time, exchange time, personal
			leave or LWOP.
		** Unless declared as paid	**Unless Declared as paid
Employee is on previously	Employee should use	Employee should use previously	Employee should use previously
authorized sick leave or	previously authorized	authorized leave for entire shift.	authorized leave for entire shift.
vacation.	leave for entire shift.		

Scenario 2 / Full day closure announced after the beginning of scheduled work shift start time

Employment Category	Scenario 2 / Full day closure announced after the beginning of scheduled work shift start time  Employment Category  Unclassified and Classified Unclassified Employees  Classified Employees			
Employment Category	FLSA Overtime Exempt	Unclassified Employees Overtime Eligible	Classified Employees	
	·		(SEIU Represented)	
Employee reported to	If closure occurs after the	If closure occurs after the	If closure occurs after the employee	
work and began working	employee reports to	employee reports to work, the	reports to work, the employee is paid	
as scheduled before	work, the employee is	employee is paid for the	for the remainder of the scheduled	
closure was announced.	paid for the remainder of	remainder of their scheduled	work day; use of leave is not required	
	their scheduled work day;	work day; use of leave is not	per SEIU Bargaining Agreement	
	use of leave is not	required.	Article 63, Section 1.	
	required.			
Employee worked at	No recording of leave	Record time worked as "regular"	Record time worked as "regular"	
home.	required as per wage and	hours with the concurrence of	hours with the concurrence of the	
	hour law.	their supervisor. If campus	supervisor. If the campus closure	
A "Telecommuting		closure impacts the ability to	impacts the ability to work from	
Agreement" must be on file		work from home, the employee	home, then follow SEIU contract	
with the Office of Human		must use vacation, comp time or	Article 63 and use vacation, comp	
Resource Services prior to		LWOP for all hours of missed	time, exchange time, personal leave	
working off-site, unless the		work.	or LWOP for all hours of missed work.	
supervisor has provided permission in the case of the				
campus closure.		**Unless declared as paid	**Unless declared as paid	
Employee comes to work	No recording of leave	Employee is required to use	There is no pay for reporting to work.	
and leaves without	required as per wage and	vacation, comp time or LWOP	As per SEIU contract Article 63	
working.	hour law.	for all hours of missed work.	employee is required to use vacation,	
		101 411 110410 01 11110004 1101111	comp time, exchange time, personal	
			leave or LWOP for all hours of missed	
		**Unless declared as paid	work.	
		omess acolared as para	Work.	
			**Unless declared as paid	
Essential Service	No recording of leave	Employee should record time	Employee was required to remain	
Personnel (employees	required as per wage and	worked as "overtime" hours. If	working beyond the closure time as	
required to report to	hour law.	shift not completed the	"essential services". Time worked	
campus for work during		employee should use vacation,	after the official closure is paid at the	
the closure).	Employee earns an	comp time or LWOP for balance	overtime rate of time-and-one-half	
	alternate day off, per	of regular work shift.	per SEIU contract Article 63, Section	
	SOU Administrators		3; use vacation, comp time, exchange	
	Leave Policy.		time, personal leave or LWOP for the	
		**Unless declared as paid	balance of regular shift completed.	
			** Unless declared as paid	
			officas deciared as paid	

<b>Employment Category</b>	Unclassified and Classified	Unclassified Employees	Classified Employees
	FLSA Overtime Exempt	Overtime Eligible	(SEIU Represented)
Employee comes to work	No recording of leave	Employee should record time	Employee should record time worked
after closure is	required as per wage and	worked as "regular" hours and	as "regular" hours and for the
announced and works for	hour law.	for the remainder of their shift	remainder of their shift follow SEIU
a period of time.		the employee must use	contract Article 63 and use vacation,
		vacation, comp time or LWOP.	comp time, exchange time, personal
			leave or LWOP.
		**Unless declared as paid	**Unless declared as paid
Employee is on previously	Employee should use	Employee should use previously	Employee should use previously
authorized sick leave or	previously authorized	authorized leave for entire shift.	authorized leave for entire shift.
vacation.	leave for entire shift.		

Scenario 3 / Delayed Opening followed by Full Closure – announcement on University website, voicemail, and to broadcast media occurred after approximately 6:30 am; employee not aware of delay and/or closure until arriving at work.

<b>Employment Category</b>	Unclassified and Classified	Unclassified Employees	Classified Employees
	Overtime Exempt	Overtime Eligible	(SEIU Represented)
Employee comes to work and leaves without working.	No recording of leave required as per wage and hour law.	Required to use vacation, comp time or LWOP for entire shift for all hours of missed work.  **Unless declared as paid	There is no pay for reporting to work. As per SEIU contract Article 63 employees are required to use vacation, comp time, exchange time, personal leave or LWOP for all hours of missed work.  **Unless declared as paid
Essential Service Personnel (employees required to report to campus for work during closure).	No recording of leave required as per wage and hour law.  Employee earns an alternate day off, per SOU Administrators Leave Policy.	Employee should record time worked as "overtime" hours. If shift not completed the employee should use vacation, comp time, or LWOP for balance of work shift.  **Unless declared as paid	Employee should record time worked as "overtime" hours following the SEIU contract Article 63 provisions and for the remainder of the shift use vacation, comp time, exchange time, personal leave or LWOP for all hours of missed work.  **Unless declared as paid
Employee arrives at work after closure is announced and works for a period of time.	No recording of leave required as per wage and hour law.	Employee should record time worked as "regular" hours and for the remainder of the shift the employee should use vacation, comp time or LWOP for all hours of missed work.  **Unless declared as paid	Employee should record time worked as "regular" hours and for the remainder of the shift follow SEIU contract Article 63 and use vacation, comp time, exchange time, personal leave or LWOP for all hours of missed work.  **Unless declared as paid
Employee is on previously authorized sick leave or vacation.	Employee should use previously authorized leave for entire shift.	Employee should use previously authorized leave for entire shift.	Employee should use previously authorized leave for entire shift.