

## 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 pre-approved 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 report to work.	No recording of leave required as per wage and hour law.	Required to use vacation, comp time or LWOP for all hours of missed work.  **Unless declared as paid	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
Employee worked at home.  A "Telecommuting Agreement" must be on file with the Office of Human Resource Services prior to working off-site, unless the supervisor has provided permission in the case of the campus closure.	No recording of leave required as per wage and hour law.	Record time worked as "regular" hours with the concurrence of their supervisor. If campus closure impacts the ability to work from home, the employee must use vacation, comp time or LWOP for all hours of missed work.  **Unless declared as paid	Record time worked as "regular" hours with the concurrence of the supervisor. If the campus closure impacts the ability to work from home, then 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 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	As per SEIU contract Article 63 employees required to use vacation, comp time, exchange time, personal leave or LWOP for all hours of missed work. There is no pay for reporting to 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 complete employee must use vacation, comp time or LWOP for balance of regular work shift.  ** Unless declared as paid	Employee should record time worked as "overtime" hours following the SEIU contract Article 63 provisions. If shift not completed, the employee must use vacation, comp time, exchange time, personal leave or LWOP for the balance of the regular work shift.  ** Unless declared as paid

Employment Category	Unclassified and Classified FLSA Overtime Exempt	Unclassified Employees Overtime Eligible	Classified Employees (SEIU Represented)
Employee comes to work after closure is announced and works for a period of time.	No recording of leave required.	Employee should record time worked as “regular” hours and for the remainder of their shift the employee must use vacation, comp time or LWOP.  ** 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.  **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.

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

Employment Category	Unclassified and Classified FLSA Overtime Exempt	Unclassified Employees Overtime Eligible	Classified Employees (SEIU Represented)
Employee reported to work and began working as scheduled before closure was announced.	If closure occurs after the employee reports to work, the employee is paid for the remainder of their scheduled work day; use of leave is not required.	If closure occurs after the employee reports to work, the employee is paid for the remainder of their scheduled work day; use of leave is not required.	If closure occurs after the employee reports to work, the employee is paid for the remainder of the scheduled work day; use of leave is not required per SEIU Bargaining Agreement Article 63, Section 1.
Employee worked at home.  A “Telecommuting Agreement” must be on file with the Office of Human Resource Services prior to working off-site, unless the supervisor has provided permission in the case of the campus closure.	No recording of leave required as per wage and hour law.	Record time worked as “regular” hours with the concurrence of their supervisor. If campus closure impacts the ability to work from home, the employee must use vacation, comp time or LWOP for all hours of missed work.  **Unless declared as paid	Record time worked as “regular” hours with the concurrence of the supervisor. If the campus closure impacts the ability to work from home, then 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 comes to work and leaves without working.	No recording of leave required as per wage and hour law.	Employee is required to use vacation, comp time or LWOP for all hours of missed work.  **Unless declared as paid	There is no pay for reporting to work. As per SEIU contract Article 63 employee is 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 the 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 regular work shift.  **Unless declared as paid	Employee was required to remain working beyond the closure time as “essential services”. Time worked after the official closure is paid at the overtime rate of time-and-one-half per SEIU contract Article 63, Section 3; use vacation, comp time, exchange time, personal leave or LWOP for the balance of regular shift completed.  ** Unless declared as paid

<b>Employment Category</b>	<b>Unclassified and Classified FLSA Overtime Exempt</b>	<b>Unclassified Employees Overtime Eligible</b>	<b>Classified Employees (SEIU Represented)</b>
Employee comes to 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 their shift the employee must use vacation, comp time or LWOP.  **Unless declared as paid	Employee should record time worked as “regular” hours and for the remainder of their shift follow SEIU contract Article 63 and use vacation, comp time, exchange time, personal leave or LWOP.  **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.

**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>	<b>Unclassified and Classified Overtime Exempt</b>	<b>Unclassified Employees Overtime Eligible</b>	<b>Classified Employees (SEIU Represented)</b>
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.