

# Reporting Time During Inclement Weather

University Standard: STN-U5400.03A

**Effective:** January 14, 2020

## Authority

[POL-U5400.03](#) Taking and Reporting Leave During Inclement Weather Policy  
[POL-U5410.05](#) Administering Work and Leave Time Reports Policy  
[Collective Bargaining Agreements](#)

## See Also

[STN-U5400.04A](#) Reporting Time During Suspended Operations

## Purpose

Classified employees who are covered under a collective bargaining agreement and non-exempt Professional staff are required to comply with these time reporting standards when the ability to report to or remain at work is impacted by inclement weather. The Inclement Weather policy applies when the University is **OPEN**.

The *Taking and Reporting Leave During Inclement Weather* policy (POL-U5400.03) does not apply to essential personnel who are called into work during suspended operations.

## Definitions

Inclement Weather – the existence of severe climatic conditions such as, but not limited to, hail, ice, snow, cold, and/or high winds which make traveling to or from work impractical or unsafe.

## Standards

### 1. **Safety is to be Given Priority**

When evaluating their ability to commute to or from work, employees should give their personal safety priority consideration.

### 2. **Non-Exempt Professional Staff Must Report Leave**

Non-exempt professional staff must report the following leave for all time not worked during inclement weather:

- a) Compensatory, vacation, or personal holiday, or
- b) Leave without pay

### 3. Classified Staff Must Report Inclement Weather or Leave for Partial Day Absences

- a) **If a Classified employee reports to work up to two (2) hours late and/or leaves up to two (2) hours early** due to inclement weather, the employee must report these hours as “Inclement Weather” on their time sheet and will be paid for their full regular shift.

**Example:** If a full-time employee’s normal schedule is 8:00 a.m. to 5:00 p.m. and they report to work at 10:00 a.m. and leave at 5:00 p.m., they would complete their time sheet as follows:

	4-Dec-17
Earning	Mon
Total Hours Worked Each Day	6
Inclement Weather	2

*\*Employee is paid for 8 hours*

- b) **If a Classified employee reports to work more than two (2) hours late and/or leaves more than two (2) hours early due to inclement weather**, they will need to report applicable leave for all hours not worked (see “Permissible Leave” below in Section 3).

**EXAMPLE 1:** If a full-time employee’s normal schedule is 8:00 a.m. to 5:00 p.m. and they report to work at 10:30 a.m. and leave at 5:00 p.m., they would complete their time sheet as follows:

	4-Dec-17
Earning	Mon
Total Hours Worked Each Day	5.5
Vacation (or other applicable leave)	2.5

**EXAMPLE 2:** if that same employee reports to work at 10:30 a.m. and leave at 3:00 p.m. due to inclement weather, they would complete their time sheet as follows:

	4-Dec-17
Earning	Mon
Total Hours Worked Each Day	3.5
Inclement Weather	2
Vacation (or other applicable leave)	2.5

### 4. Full Day Absences Must be Reported

All overtime-eligible employees who do not work at all due to inclement weather must report a full day of leave (see permissible leave below):

#### **Permissible Leave:**

**WFSE** employees who are unable to report to work due to inclement weather may use the following leave:

- Vacation,
- Personal Holiday,
- Compensatory Time, and/or
- Leave Without Pay\*

**PSE** employees who are unable to report to work due to inclement weather may use the following leave:

- Vacation,
- Personal Holiday,
- Compensatory Time,
- Leave Without Pay\*, and/or
- Any sick leave up to a maximum of 3 days in a calendar year

\*All classified and non-exempt professional staff employees who report Leave Without Pay on the work day preceding a holiday due to inclement weather will still be eligible for holiday pay. If this option is selected, employees must submit a [Leave Request Form](#) to Payroll Services at [hr.payroll@wwu.edu](mailto:hr.payroll@wwu.edu)

### Contact Information

Contact Payroll at x2991 for time sheet reporting questions

Contact your HR Consultant for collective bargaining agreement or policy questions

- BFA & UR – Kelsie Cagampang at x4065
- ESS & UA – Megan Galley at x2615
- AA – Gretchen Lucas at x2513