

TO: All Faculty and all Academic Professionals and all Civil Service Staff  
 FROM: Elyne Cole, Associate Provost for Human Resources  
 DATE: December 16, 2016  
 RE: Weather-Related Information

The purpose of this communication is to remind our campus community about policies and procedures regarding inclement weather.

As a matter of policy, the Urbana campus does not fully close. The residential and research aspects of operations make it impossible to close the entire campus. However, periods of inclement weather often result in conditions that make travel difficult and at times hazardous, especially for those employees who live outside the local community. In addition, inclement weather can create other conditions that affect an employee’s ability to report to work (e.g., child care issues associated with school closings).

In general, the University encourages employees to carefully consider their personal safety and local conditions in determining their ability to commute to work in extreme weather conditions. Members of the campus community are encouraged to utilize the Illinois Department of Transportation's "getting around Illinois" Website to access Winter Road Conditions at: <http://www.gettingaroundillinois.com/>. Please remember to drive slowly and cautiously in winter weather conditions.

If an employee is unable to report to work due to weather conditions or other related factors, the employee is expected to use the appropriate leave benefit based on his/her employment group as noted in the table below. Extreme weather does not change the need for an individual employee to notify his/her supervisor of the absence. Normal leave reporting processes and requirements apply to leave used to cover weather-related absences.

Employment Group	Leave Benefit Options
Overtime-Eligible Civil Service	Vacation Floating Holiday (full-day only) Accrued compensatory time Approved absence without pay
Overtime-Exempt Employees—Civil Service and Academic	Vacation Floating Holiday (full-day only) If no leave available, consult with AHR or SHR

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However, as noted above, there are some operations on campus that must continue regardless of weather conditions. Those essential units will have needs and policies for coverage that will supersede the general provisions of this communication.

Information about the status of classes and other campus events will be shared with local news media by the chancellor or his representative. Unfortunately, we cannot control the local news media's wording of such announcements. If you hear that the campus is "closed," you should know that, while classes may have been cancelled, generally, offices are open and other events may still occur as scheduled.

This communication is posted [here](#) and a set of frequently asked questions (FAQs) is now posted at [Inclement Weather FAQs](#).

Questions related to inclement weather issues may be directed to the appropriate campus HR office:

Civil Service employees: Labor and Employee Relations, Staff Human Resources, 333-3105

Academic employees: Labor and Employee Relations, Academic Human Resources, 333-0033

