Date: Dec. 23, 2009

MEMO TO: Deans, Directors, Department Chairs and Heads

FROM: Bruce Currin, Assistant Vice Chancellor for Human Resources

SUBJECT: December 23, 2009 Winter Storm Closing - Pay and Leave Process

Because of weather conditions, the University of Nebraska-Lincoln (Lincoln-Campus) was closed at 3:00 on December 23, 2009. The closing was in effect until the end of the last shift starting on Wednesday December 23, 2009.

This memo is being issued to advise UNL departments how to process pay and leave during the closedown for all office/service and managerial/professional employees. While not every work situation is identical, we hope that these guidelines will ensure that UNL employees will receive equitable treatment for pay and leave purposes. The intent of this policy is that UNL employees do not lose pay because UNL was closed due to inclement weather. Eligible employees should expect to receive what they “normally” would have received had the winter storm closing not been called. For purposes of this policy, normal time is meant to mean work time up to 40 hours in a work week, not scheduled overtime, call-back hours, unscheduled work time or any time otherwise above and beyond the employees original work schedule.

For the time period listed above, the following conditions will apply:

**NON-EXEMPT EMPLOYEES**
Regular full-time and part-time non-exempt hourly paid office/service and managerial/professional, as well as leave benefit eligible temporary employees will receive leave/pay for their regularly scheduled work hours during the closedown period. Regularly scheduled work hours include part-time and approved, non-traditional scheduled hours. Employees not scheduled to work will not receive leave/pay for this day. For example, employees who were scheduled to work 10 hours in a day to complete a 40 hour week will be paid the BADW for the amount of hours scheduled, but not allowed to work.

Please use earnings type "BADW" to designate those hours of leave on the employee's time sheet and the departmental time report.
Eligible essential employees who worked during the closedown time will be paid for the actual number of hours worked. Additionally, these employees will receive either time off (BADW leave) at a later date for their regularly scheduled hours on that day or they will receive BADW pay for their normally scheduled hours in addition to the regular hours they worked on the snow day. This option choice is at the department head’s discretion. Therefore, the department has two options for employees who worked during the closedown time.

Option 1 (the pay option) - Employee is receiving pay for the hours worked and the BADW leave. In this option, the department should report all regular hours and all BADW hours on the time report.

Option 2 (the time off option) - Employee is receiving pay for time worked and then time off at a later date in lieu of pay. In this option, the department should report all regular hours worked and report the BADW hours for the scheduled hours of the shift that were not worked. Departments should report the remaining BADW hours when the employee uses them. The BADW leave balance should be maintained by the department.

Shift differential will be paid on eligible BADW leave to non-exempt employees who were scheduled and did not work during the closedown and who normally receive shift differential for regular hours worked. For employees who worked during the closedown during a shift that receives a differential and is receiving pay for the BADW leave (Option 1), the hours worked will be paid with the shift differential and the BADW leave hours will be paid at the base rate without differential.

**EXEMPT EMPLOYEES**
Monthly paid, benefit eligible managerial/professional employees will be paid for regular scheduled hours during the closedown. Exempt personnel who were required (told by a supervisor) to work during the closedown will receive time off (hour for hour) at a later date for the period of time they worked.

**EMPLOYEES ON PAID LEAVE STATUS**
Eligible employees, who were scheduled for any leave during the closedown, will receive BADW leave for their regularly scheduled hours during the closedown period, without any vacation, sick or other leave being deducted.

Employees on a non-pay leave status will not be receive any leave or pay under this policy.
NON-LEAVE BENEFIT TEMPORARY/ON-CALL EMPLOYEES
Temporary and on-call employees who do not receive leave benefits do not receive BADW leave; however, any of those employees who worked during the closedown must be paid for the hours worked.

If you have any questions, please call Human Resources at 472-3101.