

Temporary and Inclement Weather Closures

Leave and Pay Reporting for OUS Chancellor's Office Employees

Office - Campus Status	Unclassified, Exempt	Unclassified, Non-Exempt	Classified, Exempt	Classified, Non-Exempt
Closed before normal starting time	<p>Employees are required to use accrued vacation or leave without pay (LWOP) for absences of one week or more.</p> <p>Use of accrued leave or LWOP is not required for partial or single day absences.</p> <p>If leave is insufficient, LWOP is used only for absences of one week or more.</p>	<p>Employees are required to use accrued vacation or comp time for all hours of missed work.</p> <p>Missed time may be made up during the week of the closure if no overtime is incurred, with the supervisor's approval.</p> <p>If leave is insufficient and missed time is not made up, missed hours are recorded as leave without pay.</p>	<p>See OSU Appointing Authority</p> <p>http://oregonstate.edu/admin/hr/incl_weather_matrix.pdf</p> <p>http://oregonstate.edu/admin/hr/inclement_weathertimereporting.pdf</p> <p>Reference: 2009-2011 Collective Bargaining Agreement, SEIU Local 503 Oregon Public Employees Union and Oregon University System</p> <ul style="list-style-type: none"> • Article 63 Inclement Conditions • Article 51 Temporary Lack of Work 	
	Employees who are required to work during a closure are paid at the regular rate of pay during the closure.			
	If authorized by the supervisor or under a current Telecommuting or Temporary Telework Agreement, an employee may work offsite during all or part of the closure at the regular rate of pay.			
	Use of sick leave is not permitted, except for illness or other pre-authorized sick leave.			
	Use of Chancellor's Leave is permitted in lieu of vacation or sick leave in FY10.			
Not Closed, but employee elects to not report (discretionary absence)	<p>Employees are required to use accrued vacation for all hours of missed work.</p> <p>If leave is insufficient, LWOP is used only for absences of one week or more.</p>	<p>Employees are required to use accrued vacation or comp time for all hours of missed work.</p> <p>If leave is insufficient, missed hours are recorded as leave without pay (LWOP), or employee may make up hours in the same week if no overtime is incurred, subject to supervisor's approval.</p>		
	If authorized by the supervisor or under a current Telecommuting or Temporary Telework Agreement, an employee may work off site during all or part of the closure, at the regular rate of pay.			
	Use of sick leave is not permitted except for illness or other pre-authorized sick leave.			
	Use of Chancellor's Leave is permitted in lieu of vacation or sick leave in FY10			

Office - Campus Status	Unclassified, Exempt	Unclassified, Non-Exempt	Classified, Exempt	Classified, Non-Exempt
Closes after initial opening	<p>An employee who reports to work and then is required to leave when the office is closed receives full, regular pay for the day. Use of leave is not required.</p> <p>An <u>FLSA non-exempt</u> employee who <u>leaves work prior to closure</u> of the office, is required to use accrued leave or leave without pay for the time between when the employee left work and the closure occurred.</p> <p>An <u>FLSA non-exempt</u> employee who <u>reports after the office has already closed</u> is required to use accrued leave or leave without pay for the hours the office was open prior to closure.</p>		<p>See OSU Appointing Authority</p> <p>http://oregonstate.edu/admin/hr/incl_weather_matrix.pdf http://oregonstate.edu/admin/hr/inclementweathertimereporting.pdf</p> <p>Reference: 2009-2011 Collective Bargaining Agreement, SEIU Local 503 Oregon Public Employees Union and Oregon University System</p> <ul style="list-style-type: none"> • Article 63 Inclement Conditions • Article 51 Temporary Lack of Work 	

Note: In weeks that there is a paid holiday, the paid holiday is counted in determining if an exempt employee has missed one week or more.

For circumstances other than those shown on this matrix, contact Human Resources (541) 346-5766.