

## **Inclement Weather/Closing of Offices**

Weather, emergency, safety, or other unforeseen circumstances may result in one or more University offices or facilities being shut down or closed. Should this happen, employees may ask you how they will be paid during such closures.

The answer below is from –

[Salary Administration Policy 3.9 “Inclement Weather/Closing of Offices”](#)

If closure occurs –

- **After** employees have reported for work – employees will receive paid administrative leave for the remainder of their work day.
- **Prior to** employees reporting for work – employees will receive paid administrative leave for their normally scheduled work hours for that day.

University Staff (non-exempt) employees who are required and approved in advance by management to work during such situations will receive, both:

- **Paid administrative leave** as referenced above, and
- **Premium pay** of “one and one-half times their hourly rate of pay” for actual hours worked during the shutdown.

If the closure continues for more than one day, the President, or the President’s designee, will decide if further time off will be considered paid administrative leave, or if employees will be required to use annual leave or leave without pay.

If, prior to any announced closings, employees submitted annual or sick leave hours that coincide with the designated paid administrative leave closure, they will have such leave retracted and will be paid administrative leave for those hours designated as such by the President or President’s designee.

***And that’s “Good to Know!”***

Questions or comments regarding this “Good to Know!” bulletin can be directed to Human Resources at 844-4145 or [univhr@auburn.edu](mailto:univhr@auburn.edu).