



## UNIVERSITY POLICY

<b>Policy Name:</b>	University Closings				
<b>Section #:</b>	60.3.19	<b>Section Title:</b>	Human Resources (HR): Non-Academic Employees	<b>Formerly Book:</b>	n/a
<b>Approval Authority:</b>	Senior Vice President for Human Resources and Organizational Effectiveness		<b>Adopted:</b>	05/2008	<b>Reviewed:</b> 02/26/2020
<b>Responsible Executive:</b>	Senior Vice President for Human Resources and Organizational Effectiveness		<b>Revised:</b>	07/24/2008; 09/09/2013; (Updated title and Section 3); 02/26/2020	
<b>Responsible Office:</b>	University Human Resources		<b>Contact:</b>	<a href="mailto:policies@hr.rutgers.edu">policies@hr.rutgers.edu</a>	

**1. Policy Statement**

When the University is officially declared as “closed,” employees shall not be required to charge paid time off. When classes are cancelled, an employee may be required to attend work and should follow the direction of his or her supervisor regarding attendance at work.

**2. Reason for Policy**

To inform eligible staff personnel of the University’s policy regarding University closings and attendance at work.

**3. Who Should Read This Policy**

This policy is applicable only to employees in legacy Rutgers positions. A legacy Rutgers position is a position which, historically, was associated with Rutgers University before June 30, 2013. These positions may be governed by different negotiated agreements and policies from those that would be applicable to individuals in legacy (University of Medicine and Dentistry of New Jersey (UMDNJ) positions. In this regard, individuals employed in legacy Rutgers positions may be eligible for different non-State benefits than individuals who hold legacy UMDNJ positions.

**4. Resources**

[University Policy 60.1.29: Adverse Weather and Emergency Curtailment of Operations](#)

**5. Definitions**

N/A

## 6. The Policy

### A. Official University Closing

For a day when the University is officially declared as “closed” by the President or appropriate Vice President, and employees are not required to report to work, employees shall not be required to charge a vacation day, administrative leave, or personal holiday to avoid loss of pay.

This policy does not apply to employees who are designated as “essential services personnel” per [University Policy 60.1.29: Adverse Weather and Emergency Curtailment of Operations](#). Essential services personnel are required to report to work and remain at work unless advised differently by an appropriate supervisor.

### B. Cancellation of Classes

On a day in which all classes are cancelled on a regional location (Camden, Newark, New Brunswick) by the appropriate Vice President or Chancellor due to a weather-related or other emergency situation, the following will apply to employees at that location:

#### 1. Lateness

The employee shall notify his or her supervisor as soon as possible if it is necessary to be late in reporting to work. The employee may charge any lost time to administrative leave, vacation, or personal holiday, if available. If no such time is available, the employee will have his or her salary appropriately adjusted for the lost time. There will be no disciplinary action for such lateness.

#### 2. Absence

The employee shall notify his or her supervisor as soon as possible if it is necessary to be absent from work. The employee may charge the day to administrative leave, vacation, or personal holiday, if available, or will have his or her salary appropriately adjusted. There will be no disciplinary action taken for such an absence.

#### 3. Leaving Early

The employee must request and receive permission from the appropriate supervisor to leave early. Such permission shall not be unreasonably denied. Employees who are allowed to leave early may charge the time to administrative leave, vacation, or personal holiday, if available. If no such time is available, the employee will have his or her salary adjusted for the lost time.