

October 14, 2024

To: UA System Office Employees (SO)

From: Memry Dahl, CHRO

Re: UA SO Inclement Weather Statement and Emergency Closure Guidelines

Snow and slippery conditions during the winter months may make it difficult for you to travel to work. Please use your best judgment, communicate with your supervisor, and do not put your safety at risk when it comes to traveling to work in dangerous weather conditions. Below are the University regulations and general guidelines for these occasions, keeping in mind that employee safety is the highest priority. System Office employees should use the university protocol for their location and if you have questions, please contact your immediate supervisor.

A. Administrative leave may be granted to an employee or a group of employees for a variety of reasons, including, but not limited to:

3. Severe, adverse weather conditions which may threaten the safety of individuals currently working or who may be traveling to/from work.

D. Administrative leave for severe, adverse weather conditions may be used at the discretion of the individual, leave-eligible employee but only after an authorization of "personal safety" administrative leave use is announced by the president, chancellor, or designee for the system, a university or community campus. Employees already scheduled out on other types of leave (annual, sick, etc.) or ` velweth unmv afe t ot

Those who have remote work agreements in place, as well as those who can effectively work remotely, should do so even on closure days if conditions permit. Employees should discuss specific conditions or circumstances which prevent remote work with their primary supervisor.