

Inclement Weather Guidelinesand Frequently Asked Questions(FAQs)

Guidelines

In the event of a UMB campus closurededay, a UMB Alert will be sentby 5 a.m. This early notification ensures that those the long commutes or early hifts are notified in a timely manner. Closure and delay information ill also be available on the MB Alerts webpage, and set through UMB social media accounts, and Emergency Information Hotline (410-706-87822) senote: Weather-related delays another sare no longer sent to local news media outlets.

During a UMB campus closureor delay:

- x Essential employees should report to campus as scheduled.
- x Employees who are approved to telework on a day when there is a campus closure or delay should work their regularly scheduled hours or take leave. Supervisors mayreessonably GHQ\DWHOHZRUNHU¶VUHTXHVWWRWDNHOHDYHGXULQJI results in unexpected dependent care obligations (e.g., a local school closure for inclement weather). (SeeIMB Policy on Telework section VIID.)
- x Employees who are not approved to telework and employees who are not required to come to campus as essential employees will receive paid administrative leave.
- x Virtual learningshouldcontinue as scheduled, unless otherwise communicated.
- x In-person classes and activities are cancelled uses virtual alternatives are communicated

Non-exempt essential employees who are required to work on campus during a weather lated

notification of the decision to uside eral leave.

Please communicate with your immediate supervisionstructorif you have any questions about whether to come to campus or if you need alternative accommodations due to weather conditions in your local area.

UMB essential employees, and UMMC and FPI parkers MUSTone of the 24 hourg X Q L Y H U V L W \ ¶ V

guide to changes in orcampus operation, which feature additional information about campus closures, delays, and more. If you have questions about your specific responsibilities or

circumstances, or whether to come to campus, or if you need alternative accommodations due to weather conditions, please contact your immediate supervisor. Human Resource Services will provide information about when and how to enter Administrative Leavyour timesheet after a campus closure or delay.

Please consult with your supervisor, the Policy on Telework, or Employee and Labor Relations at 410-706-2606, or <u>HRELR@umaryland.ed</u> on any additional questions you may have.

Reminder: Alerts about UMB closings, delays, or other incidents DO NOT APPLY to either UMMC campus or FPI employees. FPI employees should contact their supervisoFsor Dental Clinic information, call 410-7067101.

Frequently Asked Questions (FAQs)

What is an essential employee?

Essential employees are employees who provide essential services such as maintenance, snow removal,

When special circumstances arise, the President (or designee) may authorize leaves eithan pade from the standardeave banksSuch leave may be granted to all regular nonessential employees when circumstances such as extreme weather conditions require the closing of campus.

What is the purpose of administrative Leave?

Administrative Leave is intended to replace the heuns loyees would have been at work ad the University not closed, had adelayed opening or early dismissal. Kemployees would not have been d (ki)-4.00046(Milling)

My supervisor has approved me to telework multiple days per week and the days are not always the same. Am I required to telework on a day that the e W* n 3c06 (m)-27 (s appr)10 (o)10.(ng)10.996 (t)-t(o)10