**MEMORANDUM**

TO: Deans, Directors and Department Heads

FROM: Warwick A. Arden, Provost and Executive Vice Chancellor

Scott R. Douglass, Vice Chancellor for Finance and Administration

SUBJECT: Additional Information Regarding Make-up of Time and Leave Use for Adverse Weather

DATE: February 3, 2016

As relayed in the January 28, 2016 memorandum, the University must adhere to the new adverse weather policy implemented by General Administration retroactive to January 1. The communication from General Administration in December seemed clear that the campuses had flexibility regarding implementation timelines. Given this understanding and operating under existing guidelines, university leadership made decisions they felt were in the best interest of student and employee safety during the recent storm. Some other universities in the system made similar decisions.

We regret the inconvenience caused by this situation and encourage supervisors and managers to be as flexible as possible in allowing employees to make up time for the hours missed during the adverse weather. Additional guidance related to applying the new policy is below. For additional assistance including identifying flexible options for employees to make-up time, please contact Kathy Lambert, Interim Associate Vice Chancellor for Human Resources, at [kplamber@ncsu.edu](mailto:kplamber@ncsu.edu) or (919) 515-4277; Joe Williams, Director of Benefits, at [jpwillia@ncsu.edu](mailto:jpwillia@ncsu.edu), or (919) 515-4318; or the Benefits Consultant assigned to your area: [go.ncsu.edu/benefitsconsultant.](http://go.ncsu.edu/benefitsconsultant)

**Making Up Time Missed: SHRA and EHRA Employees**   
Employees must make up time or take leave for hours they were not working due to the adverse weather from January 22 (12:01 AM) through January 25, 2016 (10:00 AM). This includes those employees who normally work on the weekend and were not able to report. Make-up time should be scheduled with the supervisor based on departmental need and completed within 90 days of the weather event. Please note that make-up time is not subject to premium pay, with the exception of Fair Labor Standards Act (FLSA)-mandated overtime.

Employees may, with approval, work more than 40 hours in a week to make up adverse weather leave.

Also, please note that employees who were working at home or from other approved alternate sites do not need to make up hours missed.

**Use of Comp Time**

Employees who have accrued comp time must use this leave prior to making up time.

**Use of Annual or Bonus Leave**

Employees may choose to use annual or bonus leave in lieu of making up time missed. If time is not made up or leave is not available for use, employees will take leave without pay.

**Entering Make-up Time in the Leave System**

These hours should be entered in the leave system in the standard way, posting adverse weather time missed and then posting adverse weather time made up.

**Extra Time Off for Mandatory Employees**

In addition to regular pay, mandatory employees, who worked during the adverse weather and who are non-exempt (subject to FLSA), will earn extra time off on an hour-for-hour basis. Mandatory employees who are exempt (not subject to FLSA) do not earn extra time off.

**Re-designation of Employees**

Human Resources will be working with HR contacts in the colleges and divisions to re-designate employees as “mandatory” for adverse weather purposes. Employees will also be issued letters notifying them of this designation.

**Updated Adverse Weather PRR**

The PRR (Policy, Rules and Regulations) is being updated to reflect the new UNC System Adverse Weather Policy requirements.

**More Information**

Additional communication materials including a FAQ, information on completing time records, etc. are being developed and will be shared by Human Resources.

Again, while we need to comply with the revised adverse weather policy, we want to make sure that managers and supervisors are allowing employees to use the full range of options available to them in making up the time. If you have questions or need assistance, please do not hesitate to contact Human Resources at the contacts listed earlier or at 515-2151. Thank you for your cooperation as we work through this together.

cc: W. Randolph Woodson, Chancellor  
Vice Chancellors   
Brad Bohlander, Associate Vice Chancellor for University Communications