



OHIO
UNIVERSITY

Human Resources

169 West Union Street
Human Resources
and Training Center
Athens OH 45701-2979

To: University Employees
From: James E. Kemper, Associate VP for Finance & Administration for HR
Subject: Emergency Closings

As winter weather approaches, University employees need to be reminded about the University's policy on emergency closing.

Per University policy #40.051, the President or his designee must officially close the University. If the Athens County Sheriff declares a level 3 emergency, the University will close. Any questions regarding Regional campus operations should be referred to the appropriate Regional Dean. Compensation for employees will follow the guidelines established in policy #40.051 in the event of an "official closing."

In all other bad weather conditions short of an emergency closing, department heads should release individuals who have travel concerns and permit them to leave early. In such situations, time missed can be replaced through the use of:

- 1] make up work
- 2] "personal" time
- 3] "compensatory" time
- 4] "vacation" time.

Should questions arise regarding the coding for such situations, please contact Human Resources.