



OHIO UNIVERSITY

Human Resources

Date: November 21, 2008

To: University Employees

From: Luis E. Lewin, Associate VP for Finance & Administration for Human Resources

Subject: Emergency Closings

As winter weather approaches, we would like to remind all University employees about the University's policy on emergency closing.

In accordance with 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 the above policy in the event of an "official closing."

In all other bad weather conditions short of an emergency closing, the expectation is that employees report for duty as assigned. However, supervisors have the discretion to excuse individuals if circumstances warrant. In such situations, time missed can be replaced through the use of:

- 1] **make up work**
- 2] **"personal" time** (see [Policy 40.027](#) or Policy [40.028](#))
- 3] **"compensatory" time** (see Policy [40.049](#))
- 4] **"vacation" time** (see Policy [41.000](#) or Policy [41.001](#))

Should questions arise regarding the coding for such situations, please contact Human Resources Records at 740-593-1650 or 740-593-2096.

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