

## THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

### LEAVE FOR INTERRUPTED OPERATIONS POLICY

<b><u>Number</u></b>	06.02.06
<b><u>Division</u></b>	Human Resources
<b><u>Date</u></b>	July, 2013
<b><u>Purpose</u></b>	The purpose of this policy is to provide guidelines for when the University closes due to severe weather, natural disasters, power outages, or other emergency circumstances.
<b><u>Policy</u></b>	If the University closes due to severe weather, natural disasters, power outages, or other emergency circumstance, the President or his designee may grant leave for interrupted operations.

Full-time regular employees will be paid administrative leave for any time designated as interrupted operations leave. Part-time and hourly/on-call employees will be paid only for the hours actually worked.

During periods of interrupted operations leave, the University will be closed for normal operations. As long as the University remains open, however, employees will be expected to report to work as usual. An employee experiencing undue difficulty in traveling to work may request that any resulting period of absence be charged to vacation leave or personal leave.

The President or his designee may require certain employees designated as "essential personnel" to report to work or to work from a remote location.

This policy also applies to those employees whose work location is not on the UAH campus once a responsible official has closed their work location.

#### **Leave Programs**

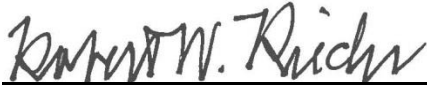
- Vacation (Annual Leave)
- Sick Leave
- Personal Leave
- Holidays
- Family and Medical Leave
- Medical Leave
- General Leaves of Absence
- Administrative Leaves

- Bereavement Leave
- Jury Duty Leave
- Military Leave
- Interrupted Operations Leave

**Review**

The Human Resources Office is responsible for the review of this policy every five years (or whenever circumstances require).

**Approval**



Chief University Counsel



Senior Vice President for Finance and Administration



Associate Vice President for Human Resources

**APPROVED:**



President