

How to pay employees when UAMS declares inclement weather policy to be in effect

Reference [Admin Policy 3.1.02](#) and

[HR.2.02 Inclement Weather Policy](#)

Updated 1-16-2018 by UAMS Human Resources and Payroll

The Inclement Weather policy was declared at these times:

INCLEMENT WEATHER – NON ESSENTIAL AREAS CLOSED

Declared at 4:50 a.m. on Tuesday, Jan. 16, 2018. Lifted at 3:30 p.m. same day.

IMPORTANT NOTES:

- Each department throughout UAMS, and especially in Clinical Programs, is responsible for determining who is considered “essential staff” in advance of bad weather. Each area manages their own list; there is no centralized list of essential employees in HR or in Clinical Programs Administration.
- All references below that address employees leaving early assume that the supervisor has authorized the employee to leave early. Otherwise disciplinary action may be warranted.
- When an employee is allowed to use leave to make up their lost time, they first should use available comp time or holidays, then vacation time. They can’t use sick time unless they’re truly sick; documentation may be requested. Essential employees in Clinical Programs who call in sick on an inclement weather day will be required to bring in physician statement.
- If employee’s absence is approved but they do not have any accrued leave, they would be on LWOP (leave without pay). They cannot borrow from future accruals.
- The scenarios shown below assume that no leave for the employee was approved in advance of the inclement weather event. If leave was approved in advance, for example a personal vacation day or sick day, the approved leave stands. This may not always benefit the employee, as in the case where a nonessential office is closed but the employee was already off on vacation. However, the “free” time only applies if the employee was scheduled to come to work.
- If the absence is FMLA during inclement weather, please consult with HR Employee Relations prior to taking any adverse action.
- For hourly-paid employees, use quarter hour rounding time versus actual clock-in time. For example, if inclement weather was called at 6 a.m., shift began at 7 a.m. and employee clocked

in at 7:06 a.m., use the 7 a.m. as time arrived. In this example, an essential Clinical employee would get 2 hours travel pay because they came in “on time.”

- When noted below that employees are to be paid their full shift, do not adjust the clock-in and clock-out times in Kronos. Rather, record the extra hours as either Inclement Weather (for the nonessential staff grace period) or Travel Pay (for essential staff who report to work on time).
- The following may not be an exhaustive list of all scenarios. Managers are to use their discretion or seek advice from Human Resources (501-686-5650, AskHR@uams.edu) for unique situations.

“Inclement weather-ALL AREAS OPEN” declared BEFORE shift begins		
1	Employee doesn't come in	ESSENTIAL: No pay. Cannot use leave. May be subject to disciplinary action (i.e. Clinical Programs occurrence). NON-ESSENTIAL: Charge leave for the full shift. No free 2 hour grace pay.
2	Employee comes in within 2 hour grace period	SAME RULE FOR EVERYONE: Paid for full shift, including up to 2 hours free grace time.
3	Employee comes in over 2 hours late	SAME RULE FOR EVERYONE: Paid for actual time worked. Charge leave for the difference.
4	Employee comes in on time	ESSENTIAL & NON-ESSENTIAL ONLY IN CLINICAL PROGRAMS: Hourly employees paid an extra 2 hours travel pay (only if policy declared before shift began). ESSENTIAL & NON-ESSENTIAL IN OTHER AREAS: Paid for time worked. No extra pay.

“Inclement weather-ALL AREAS OPEN” declared AFTER shift begins		
5	Employee doesn't come in	ESSENTIAL: No pay. Cannot use leave. May be subject to disciplinary action (i.e. Clinical Programs occurrence). NON-ESSENTIAL: Charge entire shift to leave. No free time.
6	Employee comes in late	ESSENTIAL: No free grace time, can use leave to make up difference. NON-ESSENTIAL: Supervisor discretion to grant up to 2 free grace hours, then use leave to make up the difference.
7	Employee leaves before end of shift, but not more than 2 hours early	ESSENTIAL ONLY IN CLINICAL PROGRAMS: No free pay for the grace period. Employee's choice to use leave to make up the difference or be on LWOP. Supervisor must approve early departure. ESSENTIAL IN OTHER AREAS: Paid for full shift including up to 2 free grace hours. NON-ESSENTIAL: Paid for full shift to include up to 2 free grace hours.
8	Employee leaves more than 2 hours before end of shift	ESSENTIAL ONLY IN CLINICAL PROGRAMS: same as # 7. ESSENTIAL IN OTHER AREAS: Paid for time worked plus 2 free grace hours. Charge difference to leave. NON-ESSENTIAL: Paid for hours worked plus 2 free grace hours. Charge difference to leave.

“Inclement weather-NON ESSENTIAL AREAS CLOSED” declared.
This means a director closes a specific office/work area and notifies those employees not to come to work.

OR...if 'all areas open' is declared but there are maintenance or other problems brought on by inclement weather, e.g. no electricity or heat, director must notify the Chancellor's office that their office/work area is closed. The following only applies to NON ESSENTIAL. ESSENTIAL must follow rules 1-8 above.

9	Employee doesn't come in	NON-ESSENTIAL: Paid for full shift as time worked, all free time.
10	Declared after employee arrives at work	NON-ESSENTIAL: Paid for full shift to include actual time worked, plus free time for all scheduled time after director closes area.
11	Policy lifted mid-day	NON-ESSENTIAL: If the work area was already declared closed for the day, follow # 9. If the director re-opens the area after policy is lifted, all affected employees must be notified in advance of the re-open; those who do not come in will get free time until area re-opens, then charged leave for the difference.

Inclement weather limited to certain areas

12	Inclement weather not declared in Little Rock, but employee commutes from area where weather is worse	ESSENTIAL: No special treatment, follow scenarios above. NON-ESSENTIAL: Supervisor discretion for employee to use leave.
13	Employee's work location is elsewhere in the state	Director discretion to declare inclement weather policy for that locale. If so, treat same as scenarios above.