

General information on University Park Campus closures. (Units will be sent an email on guidelines for specific closures.)

Some of you have asked questions about how to advise your staff employees to mark their vacation/sick leave records for close down periods. In particular, the majority of questions are focused on how to handle hours if an employee had previously scheduled the days/hours off during which there is a scheduled close down. If an employee had scheduled the time off in advance of the close down, the policy states that the employee does not need to charge vacation/sick/personal/etc. time for the period of the employee's regular work time encompassed by the official close down.

For example, if an employee's regularly scheduled work day is 8 am to 5 pm, then the employee would mark his/her time record as follows:

2 hours closedown	(8 am to 10 am)
6 hours vacation/sick/etc.	(10 am - 5 pm)

Please share with your staff and/or have the designated person(s) check the vacation/sick leave records for employees in your work units, and let them know if adjustments need to be made.

"Official Campus Closures" should be marked on the time records.

For additional reference: Human Resources Guideline No. 10, "Handling 'Weather Day' Absences or Official University Closedowns Due to Weather Conditions"
<http://guru.psu.edu/policies/OHR/hrg10.html>