



ADVERSE WEATHER

STATUS 1 & STATUS 2

		REPORTS TO WORK		DOES NOT REPORT TO WORK	
		NCSU Monthly Time Record	Web Leave System	NCSU Monthly Time Record	Web Leave System
Essential Personnel	Exempt	N/A	Confirm with Supervisor exact hours to be granted as Leave. When the granted Leave is taken, record the time as OTHER in the Web Leave System. Include in the REMARKS section: "Status 1 AW from mm/dd/20yy taken".	N/A	Record Leave Taken (Vacation, Special, or Bonus). If no Leave available, record the time under OTHER and will be unpaid Leave.
	Non-Exempt	Record hours actually worked under HOURS WORKED. If did not work entire scheduled shift, enter non-worked time under LEAVE USED.	Record the actual hours worked under POST COMP TIME EARNED. Include in the REMARKS section: "Status 1 AW from mm/dd/20yy taken". If did not work entire scheduled shift, record scheduled hours not worked under LEAVE USED (Comp Time, Annual, Bonus or Special). If no Leave available, scheduled hours will be unpaid Leave.	Record scheduled hours not worked under LEAVE USED (Comp Time, Annual, Bonus or Special). If no Leave available, record the time under OTHER and will be unpaid Leave.	Record Leave Taken to correspond with timesheet. If no Leave available, record the time under OTHER and will be unpaid Leave.
Non-Essential Personnel	Exempt	Supervisor Permission Required	Confirm with Supervisor exact hours to be granted as Leave. When the granted Leave is taken, record the time as OTHER in the Web Leave System. Include the following in the REMARKS section: "Status 1 AW from mm/dd/20yy taken".	N/A	No Entry Needed
	Non-Exempt	Supervisor permission to work is required. Record hours actually worked under HOURS WORKED. If did not work entire scheduled shift, enter non-worked time under OTHER.	If Supervisor authorizes time worked - record the actual hours worked under POST COMP TIME EARNED. Include in the REMARKS section: "Status 1 AW from mm/dd/20yy taken".	Any hours scheduled but not worked, enter time as OTHER under LEAVE USED (as long as hours for week do not exceed 40 hours, otherwise, reduce the OTHER hours as needed)	No Entry Needed

STATUS 3 & STATUS 4

		REPORTS TO WORK		DOES NOT REPORT TO WORK	
		NCSU Monthly Time Record	Web Leave System	NCSU Monthly Time Record	Web Leave System
Essential Personnel	Exempt	N/A	If did not work entire scheduled shift, record scheduled hours not worked under LEAVE USED (Comp Time, Annual, Bonus or Special). If no Leave available, record the time under OTHER and will be unpaid Leave.	N/A	Record Scheduled hours not worked as LEAVE USED (Vacation, Special, or Bonus), OR If no Leave available, record the time under OTHER and will be unpaid Leave.
	Non-Exempt	Record hours actually worked under HOURS WORKED. If did not work entire scheduled shift, enter non-worked time under LEAVE USED.	If did not work entire scheduled shift, record scheduled hours not worked under LEAVE USED (Comp Time, Annual, Bonus or Special). If no Leave available, record the time under OTHER and will be unpaid Leave.	Record scheduled hours under LEAVE USED. If no Leave available, scheduled hours will be unpaid Leave.	Record Scheduled hours not worked as LEAVE USED (Comp Time, Vacation, Special, or Bonus) OR If no Leave available, record the time under OTHER and will be unpaid Leave.
Non-Essential Personnel	Exempt	N/A	If did not work entire scheduled shift, record the LEAVE USED (Vacation, Special or Bonus) OR If no Leave available, record the time under OTHER and will be unpaid Leave. OR ADVERSE WEATHER, if approved by Supervisor.	N/A	Record Scheduled hours as LEAVE USED (Vacation, Special or Bonus) OR If no Leave available, record the time under OTHER and will be unpaid Leave. OR ADVERSE WEATHER, if approved by Supervisor.
	Non-Exempt	Record hours actually worked under HOURS WORKED. If did not work entire scheduled shift, enter non-worked time under LEAVE USED (or ADVERSE WEATHER, if approved by Supervisor).	If did not work entire scheduled shift, record the LEAVE USED (Vacation, Special or Bonus) OR If no Leave available, record the time under OTHER and will be unpaid Leave. OR ADVERSE WEATHER, if approved by Supervisor.	Record scheduled hours under LEAVE USED. If no Leave available, scheduled hours will be unpaid Leave OR ADVERSE WEATHER, if approved by Supervisor.	Record Scheduled hours as LEAVE USED (Vacation, Special or Bonus) OR If no Leave available, record the time under OTHER and will be unpaid Leave. OR ADVERSE WEATHER, if approved by Supervisor.

DEFINITIONS

STATUS 1: The University (or a specific operational unit) is closed; only essential personnel should report.

STATUS 2: The University (or a specific operational unit) will open late; essential personnel should report as required.

STATUS 3: Classes are cancelled; the University is open but operating under adverse weather advisory.

STATUS 4: Classes are in session; the University is open but operating under adverse weather advisory.

STATUS 5: Normal Operations; the University is operating at full status with no special advisories.

ESSENTIAL PERSONAL: Employees who have been issued advance written instructions on a standing basis by the appropriate department head requiring that they report to work on their regular schedule in spite of closing—generally because they are in positions designated as "required for the essential operations of the institution," and any other employee who is notified by an appropriate supervisor on a situation-specific basis to report to work in spite of a closing. Employees are responsible for ensuring they can be reached via valid contact information.

NON-ESSENTIAL PERSONAL: When the University is closed or is opening late, individuals who are not required to report are encouraged to stay away from campus, to help facilitate the efficient clearing of streets, sidewalks, and parking lots. An individual who needs to work on authorized activities and who can reach the campus safely, may report to work with supervisory permission.

NOTES

- For the NCSU Monthly Time Record go to - http://www.ncsu.edu/human_resources/forms/index.php?id=16&type=fs
- Employees may be using a different timekeeping method and should use this matrix as a guideline.
- See **REG 04.20.07 - Adverse Weather and Other Emergency Conditions** for more details or contact the Leave Administration Unit.