



Weather Related Absences Guidelines

University Housing provides essential services with a commitment to its residents. Our services must be maintained regardless of the weather. Since we cannot close due to the weather, we differ from many other state agencies and university departments.

On days of inclement weather, employees must make their own decisions about their safety and ability to get to and from work. University Housing's managers and supervisors will not direct employees to come late, not to come to work, or to leave early. However, there are still expectations that all staff makes reasonable and repeated attempts as weather and road conditions change to report to work as scheduled. Conditions at 6am in the morning can be vastly different from 10am or even noon. With a little snowplowing, sand/salt application and daylight, roads that were once snow covered and slippery become normal Wisconsin winter roads.

Reminders:

- 1) Full day absences due to weather should be the exception. Even a partial shift helps provide expected services.
- 2) Plans for missing work due to inclement weather should not be made in advance. Predicted weather often does not materialize as warned. Weather forecasts provide advance notice to help you plan for alternative transportation.
- 3) Continuous communication with the supervisor must occur. Not only before the shift, but also throughout the shift -- reporting on attempts made and updated road conditions. An inclement weather day is not a typical vacation day. The absence was not pre-scheduled – thus each employee scheduled to work that day was counted upon to be at work and providing service to our residents.
- 4) Arriving late due to weather versus not all is preferred. However, rarely does severe winter weather occur without prediction. Staff should plan to alter commuting leave times to account for slower travel. In the event of arriving late, staff should follow their normal tardy call in procedures as outlined by their work areas.
- 5) Staff who ride the Madison Metro to work have the advantage of a very reliable mode of transportation. On days of inclement weather, Madison Metro riders should be patient as buses may be running late – however they will still get riders where they need to go. On the rare circumstance that Madison Metro ceases operation, if possible, staff should still seek alternative methods to get to work.
- 6) For staff that carpool, winter weather can cause issues for commuting if the carpool driver chooses not to report to work and the riders are now left to get to work on their own. However, working for University Housing does mean that alternative methods to get to work must be part of your back up plans. It is not acceptable to rely on the decision of the driver. Each person must still make their own (repeated) attempts to arrive as scheduled at work and throughout the day.
- 7) Occasionally school districts may close due to weather (snow and cold). Backup plans for childcare should be in place.
- 8) Employees who typically work on-site, but are non-essential during an inclement weather-related event, may work remotely if they are unable to report on-site due to the inclement weather. This is only allowable if there is supervisor approval and the duties of the position are able to be performed remotely. Attempts to report on-site should still occur throughout the shift as normal. This should be considered very rare based on the essential services we provide.

- 9) Employees who have approved remote work agreements less than 100% and are supposed to report on-site during a date in which inclement weather occurs, may work remotely if they are unable to report on-site due to inclement weather. This is only allowable if there is supervisor approval. Attempts to report on-site should still occur throughout the shift as normal.

Our residents and customers need you here as scheduled – regardless of the weather. Our students and families living with us and dining with us are relying on our continued high level of service. This takes a full division of staff to do well – everyday.

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