

Inclement Weather Guidelines and Frequently Asked Questions (FAQs)

Guidelines

In the event of a UMB campus closure or delay, a *UMB Alert* will be sent by 5 a.m. This early notification ensures that those with long commutes or early shifts are notified in a timely manner. Closure and delay information will also be available on the *UMB Alerts webpage*, and sent through UMB social media accounts, and Emergency Information Hotline (410-706-8622). *Please note: Weather-related delays and closures are no longer sent to local news media outlets.*

During a UMB campus closure or delay:

- Essential employees should report to campus as scheduled.
- Employees who are approved to telework on a day when there is a campus closure or delay should work their regularly scheduled hours or take leave. Supervisors may not unreasonably deny a teleworker's request to take leave during an emergency closure if the emergency condition results in unexpected dependent care obligations (e.g., a local school closure for inclement weather). (See *UMB Policy on Telework*, section VII-D.)
- Employees who are not approved to telework and employees who are not required to come to campus as essential employees will receive paid administrative leave.
- Virtual learning should continue as scheduled, unless otherwise communicated.
- In-person classes and activities are cancelled unless virtual alternatives are communicated.

Non-exempt essential employees who are required to work on campus during a weather-related closure or delay may choose to:

- Receive their regular compensation and may request the equivalent administrative leave hours to be used within 90 days after the closure or delay, or
- Receive their regular compensation and may request to be paid at their straight hourly rate for the number of hours of the closure or delay that the employee was required to be on campus.

Employees permitted to telework, but unable to do so, must follow departmental procedures for notification of the decision to use liberal leave.

Please communicate with your immediate supervisor or instructor if you have any questions about whether to come to campus or if you need alternative accommodations due to weather conditions in your local area.

UMB essential employees, and UMMC and FPI parkers MUST use one of the 24-hour garages (Pratt Street, Plaza, Baltimore Grand, and Lexington garages) or Penn garage, which will remain open during an emergency closure. For more details, visit the UMB Parking and Transportation website (umaryland.edu/emergencyparking) or Facebook page.

For more information, please review the Inclement Weather Frequently Asked Questions (FAQs), or the university's *guide to changes in on-campus operations*, which features additional information about campus closures, delays, and more. If you have questions about your specific responsibilities or

circumstances, or whether to come to campus, or if you need alternative accommodations due to weather conditions, please contact your immediate supervisor. Human Resource Services will provide information about when and how to enter Administrative Leave on your timesheet after a campus closure or delay.

Please consult with your supervisor, the [UMB Policy on Telework](#), or Employee and Labor Relations at 410-706-2606, or HRELR@umaryland.edu on any additional questions you may have.

Reminder: Alerts about UMB closings, delays, or other incidents DO NOT APPLY to either UMMC campus or FPI employees. FPI employees should contact their supervisors. For Dental Clinic information, call 410-706-7101.

Frequently Asked Questions (FAQs)

What is an essential employee?

Essential employees are employees who provide essential services such as maintenance, snow removal, public safety, patient care, laboratory personnel, or employees who provide other essential services during emergency conditions.

These employees are required to report to work on days the University decides to delay opening or close the UMB campus. Employees who are unsure of their status should contact their supervisor.

How do I know if I am an essential employee?

Employees who are designated as essential employees shall receive notification on an annual basis during the month of October. Essential employees are expected to report to work and perform their duties regardless of whether there is a delayed opening or closure of the campus. Employees who are unsure of their status should contact their supervisor.

What is liberal leave?

Liberal leave occurs when UMB decides to announce the option for employees who are not designated as essential to come into work or take leave. The absence of an employee choosing not to come to work will be charged to their available paid or unpaid leave. Employees must follow departmental procedures for notification of the decision to use liberal leave.

Liberal leave applies only to employees who are NOT designated as essential.

Which leave balances may be used for liberal leave?

Nonessential employees may elect to work or take accrued annual, holiday, personal, compensatory leave, or leave without pay.

If the UMB campus is closed due to inclement weather, are teleworkers excused from work as well?

In the event an employee's physical UMB worksite is closed due to inclement weather or similar emergency conditions on a day the employee is approved to Telework, the employee is expected to continue to Telework or to take leave.

Employees permitted to telework, but unable to do so, must follow departmental procedures for notification of the decision to use liberal leave.

What is administrative leave?

When special circumstances arise, the President (or designee) may authorize leave with pay separate from the standard leave banks. Such leave may be granted to all regular nonessential employees when circumstances such as extreme weather conditions require the closing of campus.

What is the purpose of administrative Leave?

Administrative Leave is intended to replace the hours employees would have been at work, had the University not closed, had a delayed opening, or early dismissal. If employees would not have been working during the hours the University was closed, they are not eligible for Administrative Leave.

My supervisor has approved me to telework multiple days per week and the days are not always the same. Am I required to telework on a day that the University implements a weather closure or delay?

Yes. Because you are approved to telework on a day that a weather closure or delay is implemented, you should work your regular schedule via telework or take leave.

I am a supervisor and have certain employees who telework multiple days per week. Are these employees required to telework on days that the University implements a weather closure or delay?

If you have approved your employees to telework on a day that the University implements a weather closure or delay, they should work their regular schedule or take leave. To avoid any doubt, supervisors should communicate their expectations well in advance of any weather closure or delays.

An employee was already scheduled to take the day off – should they receive administrative leave?

If an employee was previously scheduled to take the day off, the day is to be taken using the accrued leave originally approved. No administrative leave is granted.

The University closed at 3 pm, but an employee left at 2 pm. May administrative leave be used?

If an employee left earlier than the University closure time, they must use available paid leave or unpaid leave to supplement the time prior to the closure. Administrative leave may be used based on the University closure time.