

UNIVERSITY OF WASHINGTON, BOTHELL

POLICIES AND PROCEDURES MANUAL

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ABSENCE DURING SUSPENDED OPERATIONS

10.2

REV 05-05

Finance and Administration

425.352.5235

OVERVIEW

Absences during campus closure follow the UW policies regarding suspended operations. In the event of an emergency situation adversely affecting University operations, public health, or the well-being and safety of students, faculty, or staff employees, the Chancellor or his/her designee may declare a temporary suspension of any or all operations of the institution. Emergency situations that might affect such a suspension include, but are not limited to, severe weather conditions, natural disaster, fire or related hazard, and mechanical or equipment failure.

POLICY

Employees who were on previously scheduled leave at the time operations were suspended would continue to use that applicable leave type. These employees are not affected by suspended operation leave policies because they were already on leave at the time operations were suspended.

Professional Staff are responsible for ensuring that all work obligations are met regardless of time missed during suspended operations. This may require working additional time outside of normal business hours when operations resume. Because of these work expectations, Professional Staff in Levels 2 & 3 are not required to charge leave balances during periods of suspended operations of less than one work week.

Employees who are WPRB-Classified, Contract-Classified and Professional Staff Level 1 may account for missed work time by using any of the following:

- vacation,
- personal holiday (full day absence only),
- accrued compensatory time, or
- leave without pay.

Alternatively, WPRB-Classified, Contract-Classified and Professional Staff Level 1 employees may make up the time missed by working overtime. The overtime is credited at time and one-half for employees working overtime, or straight time for employees not working overtime. Note that the time accrued

may not exceed the time lost due to suspended operations. If the employee wishes to make up the time by working overtime, the hours must be made up within ninety days. Any time not made up within ninety days automatically becomes Leave Without Pay, resulting in an overpayment which the employee must pay back to UWB.

PROCEDURES

For the suspended operation policy to apply, an official suspension of operations must be declared. Please see Administrative Services Policy & Procedure 11.1, Inclement Weather/Suspension of Operations Procedure, for emergency notification methods that will be used. Note that there could be a suspension of operations at Cascadia Community College and not at UWB, so employees are advised to check the UWB web site or call the Campus Information Hotline (425.352.3333) if they think there might be a suspension of operations.

Upon returning to work WPRB-Classified, Contract-Classified and Professional Staff Level 1 should make arrangements with their supervisor to make up the time if they choose to do so. The employee or supervisor should notify the departmental timekeeper right away of whether the time will be made up or if leave will be used. Notifying the timekeeper right away will help prevent an overpayment situation.

Timekeeper Instructions for OWLS


Assuming an employee has suspended operation hours to be made up, do not show Comp Time, Overtime, or anything other than Worked (W) hours for the day(s) of suspended operations. The “Worked” hours should be entered according to the employees' normally scheduled number of hours for that day. The suspended operation hours will be entered in the Notes in the Online Work Leave System (OWLS). As the employee makes up the hours, indicate this in the Notes are of OWLS and note how many hours are still remaining to be made up.

Hours not made up within ninety days must be reported as Leave Without Pay for the day(s) of suspension. This will result in an overpayment for the pay period that includes the date(s) of suspended operations. Please contact the [Payroll Coordinator](#) at 2-5423 in F&A if an overpayment occurs. The month the suspension occurred, as well as all successive months, will have to be resubmitted in OWLS.

ADDITIONAL INFORMATION

UW Suspended Operations Policy:

<http://www.washington.edu/admin/hr/pol.proc/susp.ops/suspend.operations.html>



UW Human Resources – Time & Leave Glossary:
<http://www.washington.edu/admin/hr/timeleave/glossary.html>

UW Employee Leave Information:
<http://www.washington.edu/admin/hr/timeleave/>

CONTACT INFORMATION

UWB [Payroll Coordinator](#) – 425.352.5423

UWB [Human Resources Director](#) – 425.352.5462