January 23, 2014 – Campus Closure/Delay for Unsafe Travel Due to Inclement Weather

Deteriorating weather conditions in the Brazos Valley prompted university officials to close the campus on Thursday, January 23, 2014 at 8:00pm until Friday, January 24, 2014 at 10:00am. Only essential personnel as determined by departmental supervisors are required to report to work during the closure/delayed opening. The information below will assist departments with leave and payroll administration during the closure.

In the event that Texas A&M University is closed due to inclement weather or other emergencies watch for updates on the Texas A&M homepage, the campus emergency page or alerts from Code Maroon. You may also want to review the Campus Safety & Emergency Procedures.

Payroll Procedures
Emergency leave will be entered into the TimeTraq Holiday/Early Release Schedule for hours scheduled during the closure by the central administrator. The early release hours will appear in the employees’ timesheets by opening the timesheet and clicking the ‘Save’ button. The entry of the hours from the Holiday/Early Release Schedule will not automatically remove any regular work hours already entered by the employee.

Please be aware that Graduate Assistant Non-Teaching positions are not eligible to receive holiday hours. However, TimeTraq views these positions as budgeted employees and therefore assigns the TAMU Standard holiday schedule. Department administrators need to remove the TAMU Standard holiday/early release schedule in each Graduate Assistant's Employee Overview in TimeTraq. Removing the Holiday/Early Release Schedule for these positions will prevent holiday hours from posting to future timesheets when a holiday occurs. Also, if the holiday hours have posted to a Graduate Assistant's timesheet, either the Manager or Department Administrator can remove the holiday hours by viewing the Work Events of the Timesheet Overview.

In addition to Graduate Assistants, other employees who are ineligible for emergency leave should have that leave removed from their timesheets. Those ineligible for such leave include employees who

- are in a non-accruing position (student employee, wage employee, etc.);
- were not scheduled to work during the closure; or
- were on other paid leave (sick, sick leave pool, vacation, etc.) during the university closure.

Leave Procedures
Emergency leave for the inclement weather will be governed by policies addressing unsafe working or travel conditions. For purposes of emergency leave, the university is considered to be closed from 8:00pm on Thursday, January 23, 2014 until 10:00am on January 24, 2014.

Please note the following procedures regarding the use of emergency leave:

- TimeTraq and LeaveTraq should be adjusted for those employees who worked partial shifts during the closing.
- Employees who were on approved sick or vacation leave on Friday will not have the leave changed to
emergency leave.

- Eligible non-exempt (hourly) employees who were required to work during the University closure will receive equivalent compensatory time off in addition to being paid for the hours worked.
- Supervisors may use their discretion in revising schedules for those employees who worked while the university was closed.
- Exempt (monthly) employees are not required to have emergency leave posted to their LeaveTraq account.
- Employees who are unable to report to work after the university has reopened may request additional emergency leave as explained here.

**LeaveTraq Documentation**
The leave should be entered under leave type *leave of absence with pay* and *unsafe working or travel conditions*.

**Additional Information**
Additional information or instructions may follow where necessary. Please refer to the contact information below in the event additional assistance is required.
Contact Information

- Benefits Office
  - Phone: (979) 862-1718
  - Email hrcombenefits@tamu.edu

- Payroll Services
  - Phone: (979) 845-2711
  - Email payroll@tamu.edu

HR Liaison Network News (LNN) is distributed weekly to departmental HR Liaisons at Texas A&M University. If you have questions about LNN contact:

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Next Network Meeting:
March 4, 2014