

Weather Emergency Leave

Due to inclement weather on Monday, April 18, 2016, and Tuesday, April 19, 2016, the President of the University of Houston canceled classes and specified only essential personnel report to work. In accordance with Texas Government Codes 661.901 and 661.902 benefits eligible staff whose shift started after the 6:00 a.m. announcement on Monday the 18th are eligible for up to 16 hours of University authorized weather related emergency leave.

- **Bi-weekly Employees**

Bi-weekly non-exempt essential staff who worked during this time (as noted above) are eligible for compensation for hours worked in addition to the University authorized weather related emergency leave. Hours worked are to be reported as compensatory time or on an hour-for-hour basis at the regular rate of pay. Please note that non-exempt staff are to be paid overtime, in accordance with FLSA regulations, for all hours worked over 40 hours in a workweek. For example, hours worked will be processed as extra hours or comp time earned @ 1.0. Hours worked over 40 hours within the workweek will be processed as overtime or comp time earned @ 1.5. Bi-weekly non-exempt staff managers are required to enter the weather emergency leave directly onto the employee's timesheet using the time reporting code B29 as soon as possible.

- **Monthly Employees**

Monthly exempt faculty and staff who worked during the authorized weather related emergency leave time should only enter weather emergency leave for the number of hours not worked for tracking purposes on the absence request form. Monthly exempt faculty and staff are required to submit an absence request for weather emergency leave in P.A.S.S. for tracking purposes.

Eligible employees on paid leave status i.e., vacation, sick leave, military leave, bereavement leave, on these days, are also eligible for University authorized weather related emergency leave. However, eligible staff who were on an approved leave of absence without pay on these days are not eligible for University authorized weather related emergency leave.

Please contact your department if there are extenuating circumstances.

Thank you.

Brenda Dixon
Human Resources Payroll Director