



## Memorandum

TO: USG Staff  
FROM: The Office of Human Resources  
DATE: January 10, 2021  
SUBJECT: Inclement Weather Timesheet Guidance

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Dear Colleagues,

The following guidelines pertain to the inclement weather event(s) declared on Monday, January 3, 2022 and Friday, January 7, 2022.

### **FOR CLOSURE ON JANUARY 3, 2022**

#### **Non-essential Employees**

Non-essential Regular and Contingent II employees who were scheduled to work/telework during this period of closure, will be granted administrative leave for their scheduled work hours. Hourly employees (Contingent I, student employees, and hourly faculty) are not eligible for administrative or other paid leave.

#### **Essential Employees Required to Work on Campus**

Consistent with University System of Maryland policy, non-exempt Regular and non-exempt Contingent II essential employees required to work during this period of closure, as directed by their supervisor, will receive compensatory time or additional pay in accordance with the employee's overtime payment status and relevant human resources policy on work hours and overtime, in addition to hours worked.

#### **Employees in Leave Status**

Employees scheduled for approved annual leave, sick leave, personal leave, compensatory leave, or any other approved leave with or without pay during this period of closure, are considered to be in a "prior leave status" and are not covered by the provisions of this guidance. Leave should be recorded as planned and scheduled.

## **PHR Timesheets**

Administrative leave has been pre-populated for the full day of January 3rd for Regular and Contingent II employees. As aforementioned, hourly staff are not eligible for administrative or other paid leave.

### **FOR DELAYED OPENING ON JANUARY 7, 2022**

For the delayed opening due to inclement weather on Friday, January 7th, the administrative leave has been made available in PHR (it was not pre-populated). Regular and Contingent II employees/supervisors should record Administrative Leave in accordance with the provisions outlined in the guidance. Hourly staff are not eligible for the administrative or any other paid leave.

Should you have any questions, please do not hesitate to contact the [Office of Human Resources](#).

Regards,

Nitshu

**Nitshu Joshi, M.P.S.**

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