



The Universities
AT SHADY GROVE

Memorandum

TO: USG Staff
FROM: The Office of Human Resources
DATE: February 18, 2021
SUBJECT: Inclement Weather Update for Employees

The Universities at Shady Grove (USG) campus will be closed on Thursday, February 18, 2021 due to inclement weather conditions. There will be no on-campus classes. Telework and virtual classes, however, will remain as scheduled.

The Executive Director's decision to keep telework in place is based on USG's previous weather-related decisions over the past few months where the campus was closed but we continued with telework and virtual classes. Additionally, this decision helps us on our work together at USG and the effort to keep momentum moving forward on our planning and deep dive work, and finally the decision is in alignment with our local reference points such as Montgomery County's decision to close in-person operations but continue with telework.

We ask that faculty, staff, and students who are able to work remotely to continue to follow the protocol of a normal business day. Please note that we are exploring the possibility of flexibility in the use of 8 hours of administrative leave in this timesheet period. Information on timesheets and administrative leave tracking and flexibility will be forthcoming. Essential Employees will follow closure decisions made by USG and should report to work if directed by their manager. Contingent I and student staff who are not able to work remotely are not eligible for administrative leave.

Kindly continue to follow all appropriate safety guidelines, and we thank you for doing your part in keeping USG safe and healthy. Should you have any questions or concerns, please contact the [Office of Human Resources](#).