



Memorandum

TO: USG Staff
FROM: The Office of Human Resources
DATE: January 3, 2021
SUBJECT: USG Closure Today - Guidance for Employees

Dear Colleagues,

The Universities at Shady Grove (USG) campus will be closed on Monday, January 03, 2022 due to inclement weather conditions. There will be no on-campus classes. Students are asked to confirm status on virtual classes with their home campus. Administrative leave will be granted to all non-essential staff and faculty members. Contingent I and student staff are not eligible for administrative leave and should not be working during university closure. Essential Employees will follow closure decisions made by USG and should report to work if directed by their supervisor. Additional information on timesheets and administrative leave recording will be forthcoming.

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, please do not hesitate to contact the [Office of Human Resources](#).

Regards,

Nitshu

Nitshu Joshi, M.P.S.

Manager
Office of Human
Resources

The Universities at Shady Grove

9636 Gudelsky Drive, Building III, Office 3155
Rockville, MD 20850
T 301-738-6114 | F 301-738-6140
shadygrove.umd.edu