

Recording of EXEMPT Employees' Time for Tuesday, January 9, 2024:

Due to inclement weather, the University campus was closed Tuesday, January 9, 2024 beginning 3:00 p.m. to 11:59 p.m. and resumed normal business hours for Wednesday, January 10, 2024. During the closure, some essential employees were to report to campus for work.

For any employee who left campus at 3:00 p.m. on January 9, 2024: please record Administrative Leave on your timesheet for the remaining hours in your work day.

Exempt Employees (PIN and Contingent II)

- Employees who were REQUIRED to work during the hours the campus was closed will be granted Administrative Leave hours for hours worked. These hours shall be used within six (6) months of the closure and requests are subject to management approval.
- Employees who were already on pre-approved leave for a full or partial day OR called in their absence prior to the 1:23 p.m. January 9, 2024 closing announcement for that day shall use the approved paid leave (i.e., annual, holiday, sick, and/or personal leave) for the regular shift/work day.
- Employees scheduled to work for a full shift/work day January 9, 2024 after 3:00 p.m. until 11:59 p.m., who did not work during the closure should record Administrative Leave for their regular shift/work day.

Additional information for Exempt Employees who are granted Administrative Leave:

- For employees who utilize a Web time sheet for time reporting, when Administrative Leave is elected to be used at a later date, the leave hours earned need to be noted in the "Notes" section of the time sheet and tracked at the department level.
- Essential employees who failed to report to work will not earn Administrative Leave for the hours the campus was closed or for hours not worked, and may be subject to disciplinary action for failing to report to work.

If you have any questions, please contact the Human Resources Office at humanresources@salisbury.edu or via phone at 410-543-6035.