

**Inclement Weather Time Reporting Details**

**Notices:** [alerts.ku.edu/](http://alerts.ku.edu/)

**Inclement Weather Policy:** [policy.ku.edu/provost/winter-weather-policies](http://policy.ku.edu/provost/winter-weather-policies)

**Frequently Asked Questions:** http://humanresources.ku.edu/inclement-weather-information-faq

If the declaration is made during the workday/shift, consistent with the needs of the Department, non-emergency/weather essential university employees may be released earlier or arrive later than their scheduled departure/arrival time but not prior to the designated inclement weather period.

KU’s regular workday begins at 12:00 a.m. and ends at 11:59 p.m. so declarations made are for this timeframe unless otherwise specified.

1. **Emergency/Weather Essential Designated Staff Non-Exempt (Hourly):**
   1. Are designated by their department.
   2. Are generally not eligible for Inclement Weather Leave (IWN).
      1. The exception to this is when the employee reported to work and during the regular scheduled work time was sent home by the administrator for a portion of the schedule. The employee would only be eligible for IWN for that period that the employee was sent home.
         1. The employee does not earn CM1 (hour for hour compensatory time) during the IWN period as described above.
         2. Supervisors or time reviewers will need to add a row and the time reporting code IWN and hours if the employee reports time worked by using a clock method.
         3. Employees who report hours worked on the timesheet should add a row and include the IWN time reporting code and hours. Supervisors are to validate the employee is eligible.
   3. Who either (1) did not report to work, (2) arrived late or (3) voluntarily left early, must report appropriate leave usage, or leave without pay. It is not appropriate to report sick leave in this situation and they are not eligible for Inclement Weather Leave (IWN).
      1. Acceptable leave:
         1. Discretionary holiday (Discretionary holiday may not be used for less than a normal workday. This could not be used for leaving early or arriving late.),
         2. accrued compensatory time (non-exempt employees only),
         3. accrued holiday compensatory time,
         4. accrued vacation leave,
         5. or report leave without pay.
   4. Who are non-exempt are eligible for straight time compensation (hour for hour-CM1) for time worked on campus during the designated inclement weather period. This is to recognize the extra efforts *for required reporting to campus*). (See below for reporting.)
      1. The employee will receive the straight time compensation (hour for hour) for all hours worked during the designated inclement period even if those hours are beyond the regular work schedule. (See below for reporting.)
      2. All actual hours worked during the Inclement Weather are to be reported as usual with the time reporting code of REG.
      3. CM1 -ClosurePosDsgntd 1XCompEarned(Inclement Weather Position Designated Only) is to be used to record the credit to the compensatory balance for the hour for hour compensatory time. This does not create pay. CM1 is only used during the actual worked time and is reported along with REG.
         1. Supervisors or time reviewers will need to add a row to include the CM1 time reporting code and quantity hours to the employees’ timesheets who record time worked by using a clock method.
         2. Employees who report hours worked on the timesheet should add a row and include the CM1 time reporting code and hours. Supervisors are to validate the employee is eligible.
2. **Regular Staff who are not Designated as Emergency/Weather Essential:**
   1. Who were not scheduled to work on the inclement weather day due to vacation, discretionary or any other planned leave or called in sick, are not eligible for inclement weather time.
   2. Who are non-exempt (hourly) are granted “Inclement Weather Leave “ (IWN) weather up to the hour(s) authorized during the regular work schedule for inclement weather period designated.
   3. Who work from home during inclement weather should report REG and if the employee works less than the regular scheduled hours the employee may report IWN for the difference.
   4. Exempt (salaried) will not record any code for use of inclement weather.
   5. Do not receive any extra compensation for any hours worked during the inclement weather period (not eligible for the CM1).
   6. Who before inclement weather was implemented during the regular work schedule either (1) did not report to work, (2) arrived late or (3) left early during the non-designated inclement weather period will need to report leave as follows:
      1. discretionary holiday (Discretionary holiday may not be used for less than a normal workday. This could not be used for leaving early or arriving late.),
      2. accrued compensatory time (non-exempt employees only),
      3. accrued holiday compensatory time,
      4. accrued vacation leave,
      5. or report leave without pay (exempt employees may only report leave without pay in whole workday increments only),
   7. The non-exempt (hourly) employee may make up the absent-from-duty hours within the same work week on an hour-for-hour basis. Plans for make-up time must be approved by the supervisor in advance. Time not made up within the same work week will need to be recorded using an appropriate leave or leave without pay.
   8. Reminder exempts only report paid leave in ½ or full day increments.
   9. Inclement Weather is generally not applicable to those working outside the inclement weather area or who are assigned as a hybrid or remote worker.
3. **Non-Exempt (Hourly) Temporary Employees, Including Student Hourly Employees:**
   1. Are not covered by the inclement weather provisions. They do not receive pay for the work time missed.
4. **Exempt (Salaried) Staff and Faculty and Exempt (salaried) Students:**
   1. Do not require special inclement weather reporting and they will not have their pay reduced. No special leave reporting is necessary to record inclement weather.
5. **Related Codes for Reporting Time for Nonexempt (Hourly)**
   1. **IWN** – Inclement Weather Leave is used to designate paid time for non-exempt (hourly) employees who are not designated as weather essential and did not work during the inclement weather designation period or for those designated weather essential but were sent home early by an administrator. This code does not count towards the threshold for compensatory time/40-hour work week limit but does count towards leave accruals. No employee is allowed to have IWN and REG (regular) for the same hours which would result in double pay.
   2. **CM1** – Inc ClosurePosDsgntd 1XCompEarned - (Inclement Weather Position Designated Only-Hour for Hour Compensatory Time), used for designated weather non-exempt (hourly) essential employee who worked on campus during the inclement weather period. This code is in addition to reporting REG (regular hours). The CM1 adds to the compensatory balance but does not affect gross pay or count towards accruals. REG is needed to pay the employee for working. CM1 is not to be used when employees are working off campus.
   3. **REG** – Regular hours, this will be used for recording the actual hours worked for an hourly employee whether on or off campus. This is needed to pay the employee for work performed.

**Scenarios for Non-Exempt (Hourly) Inclement Weather Reporting**

In the scenario below the inclement weather period was designated for one workday (Wednesday) during the employee’s work schedule. The actual number of hours covered are based upon the period of declaration and the employee’s work schedule.

1. **Emergency/Weather Essential Designated Staff who worked the full inclement weather period on campus – Non-Exempt (Hourly) and is scheduled for 8 hours.**
   1. 8 hours of CM1 is reported as the employee worked 8 hours during the inclement period. The CM1 will provide the hour for hour compensatory time. (This is not pay.)
   2. If the employee used an elapsed timesheet, the employee should enter the CM1.
   3. If the employee uses a clock time to report time worked, the supervisor or time reviewer must enter the CM1 hours and will enter total hours in the quantity column.
   4. 8 hours of REG is reported, so the employee is paid for the actual time worked. No change to existing reporting process.
   5. The supervisor is to validate the employee is eligible for CM1. If not eligible the supervisor or time reviewer should contact the employee to remove the CM1 or the supervisor may remove from the timesheet. Position Data Attributes in HR/Pay should be kept in sync with eligibility.

**B) Non-Emergency/Weather Essential Designated Staff who did not work during the inclement weather period – Non-Exempt (Hourly) and is scheduled for 8 hours.**

* 1. 8 hours of IWN is reported to provide pay for the timeframe the employee did not work during the designated period.

1. If the employee used an elapsed timesheet, the employee should enter the IWN.
2. If the employee uses a clock time to report time worked, the supervisor or time reviewer must enter the IWN hours and will enter total hours in the quantity column.
   1. Supervisor will validate of the employee is eligible for IWN. If not eligible the supervisor or time reviewer should contact the employee to remove the IWN or the supervisor may remove from the timesheet.

If an employee works partially during the inclement weather, the split of hours between the time reporting codes should accurately reflect the regular hours worked and the hours for the inclement weather. Adding inclement weather code to regular hours should not exceed the employee’s scheduled hours for that day.

Additional information is also located in the [Guide to Time and Absence Reporting](http://humanresources.ku.edu/document/guide-time-absence-reporting-document).

Contact HR/Pay [hrpay@ku.edu](mailto:hrpay@ku.edu) or 785/864-0600 with questions.

2022 Declarations

**Lawrence, Edwards, Leavenworth campuses to close Wednesday due to inclement weather forecast**

The Lawrence, Edwards and Leavenworth campuses will close Wednesday, Feb. 2, due to anticipated winter weather.

All classes – whether in-person or online – are canceled for the day.

Only weather-essential employees should report to work. All other employees – including those who have been working remotely – are not expected to work.

Students and employees are encouraged to remain off campus Wednesday if possible so that snow removal crews can operate without interruptions from vehicles or pedestrians.

As always, instructors are encouraged to communicate with students as needed regarding assignments and coursework, and supervisors are encouraged to communicate with staff as necessary regarding workloads or schedules