



**Weather-Related Information
Illinois Human Resources**

F r e q u e n t l y A s k e d Q u e s t i o n s (F A Q)

- Q1: Who determines if the University of Illinois Urbana-Champaign is closed or if classes are cancelled?**
- A1:** The Chancellor, or her/his designee, will send a communication announcing that classes have been cancelled or that services or operations are being impacted due to inclement weather. As a matter of policy, the Urbana Campus does not fully close so that research functions are uninterrupted.
- Q2: Why are classes cancelled and several programs and services closed?**
- A2:** The campus is committed to actions that promote the safety and well-being of students and employees. After careful consideration, Campus leadership may determine extreme weather conditions pose a potential safety threat.
- Q3: Who determines if a position is considered essential personnel?**
- A3:** In general, a unit executive office, department head or supervisor is asked to carefully review essential functions to determine who provides critical services and to inform affected personnel of their role.
- Q4: What if I am notified by my unit that I am not essential personnel for an inclement weather event, but I want to report to work?**
- A4:** In the face of inclement weather, personal and employment circumstances will vary and you should consider your own personal safety and local conditions when making the assessment of whether to report to work. In general, however, if you have not been contacted to report to work during an inclement weather event, you should not report to work. Employees who do not report to work should use vacation leave or other personal leave to cover the absence.
- Q5: What if I call my supervisor from home to report that I am unable to report to work due to inclement weather?**
- A5:** You should use vacation leave or other personal leave to cover your absence.
- Q6: What if I call my supervisor to report that I am unable to report to work, but that I am available to work from home?**
- A6:** In general, working from home is not approved for an inclement weather event. In some cases, written approval from the unit executive officer may be granted.

Q7: What if I call in sick prior to learning that my unit will be closed?

A7: You should use your sick leave as scheduled and approved to cover your absence.

Q8: What if I do not have accrued leave to cover my absence?

A8: Units have been authorized to approve absences without pay for an inclement weather event where applicable for non-exempt employees.

Q9: Will I be disciplined for not having accrued leave to cover my absence?

A9: No. Absences due to severe weather will be authorized and will not be subject to disciplinary action. However, in general, all employees should be good stewards of their paid leave time so they are prepared for unanticipated critical events that require leave time.

Q10: What if I am an essential employee who has to work while others are approved for vacation leave?

A10: You will be paid for hours worked, including overtime in accordance with standard policy. Your vacation leave will not be charged.

Q11: What if I am required to work overtime due to inclement weather?

A11: If you are a non-exempt employee, you will be paid for hours worked, including overtime in accordance with standard policy. Exempt employees, by law, are not eligible for overtime pay.

Q12: What if I am an Extra-Help or Academic Hourly employee who is required to work?

A12: You will be paid for hours worked, including overtime in accordance with standard policy.

Q13: What if I work until the time I am sent home because of severe weather conditions?

A13: You will be paid for hours worked in accordance with standard policy.

Q14: What if I hear an announcement in the media that the campus is "closed" and I do not report to work?

A14: Unfortunately, we cannot control the wording of announcements released by the media. As a matter of policy, the Urbana Campus does not fully close so that research functions are uninterrupted. An employee who does not report to work should use vacation leave or other personal leave to cover the absence.

Q15: How do I report my absence?

A15: You should use standard leave reporting processes to report an absence due to inclement weather.

Q16: What are my leave benefit options?

A16: For overtime-eligible civil service employees:

- Vacation
- Floating Holiday (full-day)
- Accrued compensatory time
- Approved absence without pay

For overtime-exempt employees (civil service and academic)

- Vacation
- Floating Holiday (full-day)
- Leave without Pay (consult with campus HR)

Q17: Who can I contact for additional information?

A17: Staff Human Resources, Labor and Employee Relations at (217) 333-3105

Academic Human Resources, Labor and Employee Relations at (217) 333-0033