Inclement Weather
BU-PP 801

Policy:
Baylor University may close the campus due to hazardous weather conditions and will disseminate information regarding the official closing to the local news media (radio and television stations).

Topics:
Decision to close the University
Payment during closure

Related policies:
None

Additional information:
None

Contact:
Human Resource Services Office (x2219)
Payroll Office (x2218)

Decision to close the University—
- The decision to close the University will be made jointly by the Executive Vice President and Provost and the Vice President for Marketing and Communications.
- The exact hours of closure, including beginning and ending times, will be determined by the above administrators.

Payment during closure—
- Staff employees will receive miscellaneous pay for the hours they would have worked, even if they were on scheduled leave. Vacation, sick, or personal leave will not be charged during these hours.
- If staff employees work when the University is officially closed, the following will apply:
  - Bi-weekly employees will receive normal pay for the hours worked and will receive credit to their vacation leave equal to the number of hours they worked while the University was closed.
  - Monthly employees will receive credit to their vacation leave equal to the number of hours they worked while the University was closed.