

Inclement Weather FAQ

1. *Who decides if it's an inclement weather day?*

The UT Southwestern President or his designee will decide, and that decision will be communicated via official UT Southwestern communications channels.

2. *What happens if an employee who holds a position designated as essential during emergencies can't make it to work?*

An employee holding an essential position who, during an emergency, does not report for work or refuses an authorized request to remain on duty beyond his or her scheduled shift-ending time, may have that time recorded as an unexcused absence and will also be subject to any departmental time and attendance policies. Employee absences due to inclement weather will be charged to their available, applicable leave accruals. Sick leave may not be used to cover such absences, except in accordance with [EMP-253 Sick Leave](#).

Please note: All hospital and clinical positions are considered essential. If you are unsure if your position is an essential position, please speak with your direct supervisor for clarification.

3. *Do employees get extra time off if they must come in on an inclement weather day?*

Not if it is a normally scheduled workday.

4. *Are employees who are in positions designated nonessential during an emergency expected to use their time-off accruals if they are unable to report to work as scheduled?*

Employees must use their best judgment when determining whether to travel to work. Per [EMP-267 Attendance in Emergencies or Inclement Weather](#), employees holding positions essential for emergencies, and employees in positions not designated as essential in emergencies who do not report to work would be expected to use available and applicable accruals. If an employee has insufficient leave to cover the time away and no arrangement has been made to make up the time, the absence will be reported as leave without pay.

Inclement weather, as defined in this policy, may sometimes prevent an employee's timely attendance at work due to treacherous conditions caused by ice, snow, flood, or fog. Employees must use their best judgment when determining whether to travel to work and should inform their supervisors of their situation as soon as practical. Unless other arrangements are made, employee absences due to inclement weather will be charged to their available, applicable leave accruals. Sick leave may not be used to cover such absences, except in accordance with [EMP-253 Sick Leave](#).

5. *Can some employees in essential and nonessential positions be allowed to work from home during inclement weather?*

Yes, as long as the work can be performed effectively, and the employee has access to the [necessary systems](#). However, the employee's manager and the department head must grant such approval.

6. *Are overnight accommodations available for employees in positions designated as essential during an emergency?*

Accommodations will be made available as circumstances warrant for essential employees who must report to work on a UT Southwestern campus. When possible, UT Southwestern will make every effort to assist employees in essential positions in identifying overnight accommodations. Requests for overnight accommodations must be approved in advance by your supervisor or manager and department head. UTSW has prenegotiated rates for many [nearby hotels](#).

7. *What is the process for securing overnight accommodations?*

UTSW will reimburse inclement weather-related hotel stays at hotels with prenegotiated rates for UTSW employees who must report to work on a UTSW campus and have received prior approval from their department head. While UTSW has prenegotiated rates for [nearby hotels](#), the availability of rooms may be limited due to the high demand for rooms. Receipts should be submitted for reimbursement to your respective department for confirmation and processing.

Hospital staff who are scheduled to work at William P. Clements Jr. University Hospital, Zale Lipshy Pavilion, or the Outpatient Surgery Center may request rooms the following way:

- Please designate **one** leader from your department/unit as the liaison between department staff and UH Administration.
- Leader responsibility:
 - Work with unit staff to determine which employees would like sleeping accommodations for the night.
 - While staff members are not required to share rooms, it is highly encouraged as long as both employees agree. If there are two employees willing to share a room, please submit both names in one entry on the survey.
- UH Administration responsibility:
 - Once UH Administration receives the accommodation requests, cots/hotel rooms will be assigned to each individual and sent back to the point of contact listed on the survey. It is the responsibility of the point of contact of each unit to disseminate information about accommodation locations.
 - If the employee is assigned to the hospital, we will inform you of the room number of the cot.

- If the employee is assigned to a hotel, we will inform you of the hotel name and address.

8. *What is the process for hotel reimbursement?*

Once the department head approves a hotel stay, employees should be aware that as a state facility, UT Southwestern is exempt from hotel state taxes and will not be able to reimburse for state taxes on hotel reimbursement. Employees will need to submit documentation to their supervisor after checkout, including a copy of the [hotel exemption form](#) and a copy of the final bill upon checkout. Please note that reimbursement will be for the hotel room rate only and not for additional charges to the room.

Please contact your direct supervisor and/or designated leader from your department for further direction if you have additional questions regarding the inclement weather policy as it relates to your position.

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