

Inclement Weather Guidelines

UW-Madison is generally open for business year-round and rarely closes as a result of snow or other inclement weather. In the event of a snow closing or large-scale class cancellation, information will be conveyed to the campus community via the UW-Madison home page and local media.

The Chancellor is responsible for determining if, for the safety and welfare of students and staff, classes will be postponed or some services suspended due to inclement weather. University Communications staff will work with the Chancellor in providing appropriate announcements to the media and posting them on the University's website at <http://www.wisc.edu>. Deans and Directors should receive authorization from the Office of the Chancellor before directing employees not to report for work or sending employees home.

Unless directed otherwise, employees are expected to report to work as scheduled. Each employee is expected to use discretion in determining if travel is safe. An employee who reasonably determines that travel would not be safe will not be subject to discipline for not reporting to work. Supervisors are expected to honor the reasonable requests of employees to arrive late or to leave early because of inclement weather. Employees are expected to make a reasonable effort to notify their supervisors if they cannot report to work or will report late.

Employees who are absent from work because of inclement weather normally must use available annual leave (vacation), available holidays, leave without pay, or, when appropriate, accrued compensatory time to cover the absence, or must arrange with the supervisor to make up the time.

University Staff – may use available annual leave (vacation), accrued compensatory time, available holidays, or leave without pay to cover each hour absent. University employees must account for each hour of employment. If an employee's supervisor determines that the work unit can benefit from services provided by the employee at other than regularly scheduled times, the employee will be allowed to make up, during the remainder of the workweek, as much of the time as is beneficial to the work unit.

Faculty, Limited Appointees and Academic Staff – may use available annual leave (vacation), available holidays, or leave without pay to cover the absence, or may arrange with the employee's supervisor to make up the time. Employees may account for their time in a manner consistent with their professional responsibilities, as approved by their supervisors. If classes are postponed, faculty should make every effort to reschedule them at a later date.

Madison Area Clinics – If UW-Madison closes, the DFMCH Madison residency clinics will close to patient care. If the Chancellor declares that UW-Madison is closed, then employees do not have to report to work. If UW-Madison is open, employees need to notify their supervisor if they will not be reporting for work, and use leave time consistent with campus policies.

Upstate Clinics – The decision to close a clinic will be based on other closures in the area. DFMCH leadership will consult with SMPH leadership to make a determination.

The Inclement Weather Guidelines:

<https://inside.fammed.wisc.edu/sites/default/files/InclementWeatherPolicy%2011.19.15.pdf>

UW-Madison campus bus service may be impacted by weather. For more information on Madison Metro service and delays, visit <http://www.mymetrobus.com>.

For weather forecasts visit <http://www.meteor.wisc.edu/weather/index.htm>.