



**Proposed UAF Policy: 02.05.011**

Revised: **March 2011**

Responsible Chancellor's Cabinet Member: Vice Chancellor for Administrative Services

Responsible Department/Office: Marketing and Communications; All Vice-Chancellors

**Emergency Closure and Employee Leave Options Policy**

**POLICY STATEMENT**

The University of Alaska Fairbanks has multiple campuses around the state. At the Fairbanks locations, we are a residential campus that will conduct classes, maintain essential services and remain open for business to the extent possible during severe weather conditions or other unusual circumstances. Employees in the Fairbanks area should be prepared to attend work even in

Restricted funds do not allow for payment of administrative leave and individual units will pay administrative leave time from available unrestricted funds

UAF Marketing and Communications is responsible to disseminate updated information to the campus and community through all available channels.

Non-compliance may result in violation of the Fair Labor Standards Act.

None

**PROCEDURES**

Absent conditions requiring the authorization of administrative leave, the following options regarding employee leave may be implemented by supervisors, consistent with Cabinet determinations:

**Department Status:**

— Vice Chancellors must coordinate decision making through Cabinet and keep the

approved in advance by the supervisor. Approval is subject to budget considerations and

department needs.

~~Other entities as the Chancellor may authorize under circumstances presented~~

POLICY APPROVED BY:

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Brian D. Rogers, Chancellor  
University of Alaska Fairbanks

Signed: