

**Delayed Opening Timesheet Guidance for Exempt and Non-Exempt (overtime eligible) Employees**

Today, Thursday September 19, 2013 the University opened at noon. The time between the employee's normal arrival time and the time the University opened at noon should be charged to University Leave by the employee when completing his/her timesheet. For example:

Employee's Normal Arrival Time	Amount of University Leave for Delayed Opening
6:00 am	6.0 hours
7:00 am	5.0 hours
8:30 am	3.5 hours
9:00 am	3.0 hours
1:00 pm	0

Exempt (not overtime eligible) employees do not need to enter anything on their timesheet unless they took additional time off today. In these cases, the employee would combine University Leave with whatever appropriate leave they used for the remainder of the day (for example, 3.5 hours of University Leave and 4.5 hours of annual leave) to account for an 8 hour day.

If an employee is normally off on Thursday, including a compressed schedule arrangement (e.g. four 10 hour days with Thursday off), he/she does not receive University Leave for today's delayed opening. Thursday teleworkers also do not receive University Leave for the delayed opening.

Because of the nature of this delay, we ask that departments be flexible with employees who were able and did work during the closure. Wage and student employees are not eligible for university leave, however if wage and student wage employees did work during the closure period they should submit these hours on their timesheets. Designated non-exempt employees may receive compensatory time for the period of time worked when all other employees are asked to remain home. Please refer to [University Policy 2207](#) for more information.

If you have any questions, please contact our Customer Service Center at 3-2600.