

Essential employees are the minimum amount of staff required to report to campus to maintain the operations of the University during an emergency closing or delayed start.

Each department should develop a list of essential employees based on the definition above that would be required

## Frequently Asked Questions Emergency Closing & Delayed Start A Guide For Managers

Q: If the University is closed due to an emergency closing and an employee already scheduled a sick or vacation day, do I still record that day as a sick or vacation day?

A: No. Employees are not required to use sick or vacation time, whether it was prescheduled or not, when the University is closed due to an emergency closing.

Q: If there's a delayed start and employees already showed up for work, will they be compensated at the overtime rate?

A: No. Employees who already showed up for work will not be compensated at the overtime rate.

Q: If there's a delayed start and an employee took a sick or vacation day on that day, do they