

UGA Inclement Weather FAQs

Always refer to the [UGA Inclement Weather Policy](#) for additional information.

1. Are inclement weather hours automatically added to employee timesheets?

No, the departments are responsible for entering the inclement weather hours via the inclement weather time reporting code on an employee's timesheet. Inclement weather hours should be added based on the employee's schedule during the impacted timeframe. (OOIWB- Inclement Weather – Non Exempt)

2. What if an employee is scheduled to work more than 8 hours?

Inclement weather should be added based on the employee's scheduled work time during the inclement weather event, which can exceed 8 hours each day.

3. Is inclement weather an absence event or a time reporting code?

Inclement weather is *not* an absence type. It is a time reporting code that should be added directly to the employee's timesheet.

4. Can employees enter inclement weather hours on their own timesheet?

No, inclement weather must be added by the *Reports To Manager*, the *Time and Absence Approver*, or anyone who has access to edit the timesheet (other than the employee).

5. Who is eligible for inclement weather pay?

Benefitted employees are eligible. Considerations for essential employees must be determined in writing prior to the inclement weather event.

6. Are student workers, federal work study employees, or non-benefitted hourly employees eligible for inclement weather pay or additional pay during inclement weather events?

No, non-benefitted employees are not eligible for inclement weather pay or additional pay during inclement weather events. If a non-benefitted employee works during an inclement weather event, they should report their time and be paid for their worked hours.

7. Does inclement weather need to be added to exempt (monthly) employee timesheets?

At this time, we do not require the inclement weather code to be added for monthly employees.

8. How is inclement weather handled for essential employees?

Employees who have been designated by their units as essential personnel should be paid for inclement weather hours in addition to their hours worked.

9. Who maintains the list of essential personnel in each unit?

Units should maintain a list of essential personnel and communicate those expectations to their employees. If you have questions discuss with your supervisor or [your unit's HR Liaison](#).

10. How will a non-essential employee be compensated if he/she chooses to report to work?

If a non-essential employee reports to work during an inclement weather event, they are not entitled to the worked time plus inclement weather. They would report the hours worked but would not have any inclement weather time added to the timesheet for the worked period.

11. What if an employee is not scheduled to work during an inclement weather event?

Inclement weather hours are based on an employee's schedule, so if they are not scheduled to work then they are not eligible to receive inclement weather pay.

12. What if a designated essential employee reports to work, but they were not scheduled to work on the inclement weather day?

Inclement weather hours are based on an employee's schedule, so if they are not scheduled to work then they are not eligible to receive inclement weather pay. If an employee does report to work anyway, then they would be paid for their worked time.

13. What is the process for employees who already have leave events reported on inclement weather days?

Any employee (monthly and biweekly) with previously scheduled leave events should [cancel the absence request](#) and [replace with the inclement weather time reporting code](#), if applicable.

14. How does inclement weather work with teleworking?

Inclement weather procedures apply to all benefitted employees, even those who have the ability to telework. Employees with the capability to telework are not required to login during the inclement weather event unless they have been designated as essential personnel. In that case, they would receive inclement weather pay in addition to the hours worked.