

University of Maryland, Baltimore

Inclement Weather Policy

In an inclement weather situation, the following appropriate message will be communicated via media and voicemail.

Early Morning Cancellation

When inclement weather occurs overnight or during early morning hours, a decision by the President/Designee to cancel classes will be reached before 6 a.m. If this decision is reached, External Affairs will contact the media with the following announcement: "Classes at the University of Maryland, Baltimore are canceled. Liberal leave policy is in effect for University employees.

- Daytime classes are canceled.
- Essential staff report at their regular time.
- Non-essential staff may use earned leave time if they choose not to report to work.

Delayed Opening

When inclement weather occurs overnight or during early morning hours, a decision by the President/Designee to delay opening will be reached before 6 a.m. If this decision is reached, External Affairs will contact the media with the following announcement: "Classes at the University of Maryland, Baltimore will begin at (e.g., 9 a.m., 10 a.m., etc.)."

- Classes begin at the announced time.
- Essential staff report at their regular time and earn administrative leave/compensation as appropriate for hours worked prior to the announced opening time.
- Non-essential staff report at the announced time, and administrative leave will be granted for any portion of their regular business day prior to the announced time.

Afternoon Closings

When inclement weather occurs during the day, the President/Designee shall decide whether to cancel classes and close administrative departments. If this decision is reached, External Affairs will contact the media with the following announcement: "Classes at the University of Maryland, Baltimore are canceled as of (e.g., 1 p.m., 3 p.m., etc.). Essential clinical activities will remain open.

- Classes, both daytime and evening, which are scheduled to begin at or after the announced time, are canceled for the day in question.
- Essential staff work their regular time and earn administrative leave/compensation as appropriate for hours worked after the announced time.
- Non-essential staff will be excused at the announced closing time and granted administrative leave for the balance of their regular business day.

Evening Closings

When inclement weather occurs during the day, the President/Designee shall decide if evening classes are to be canceled. If this decision is reached, External Affairs will contact the media with the following announcement: “All evening classes at the University of Maryland, Baltimore are canceled as of (e.g., 5 p.m., 6 p.m., etc.).”

- Classes which are scheduled to begin at or after the announced time are canceled for that evening.
- Essential staff work their regular time and earn administrative leave/compensation as appropriate for hours worked after the announced time.
- Non-essential staff will be excused at the announced time and granted administrative leave for the balance of their regular business day.

Unusual Circumstances

In unusual circumstances, the President/Designee may determine that an emergency exists and may close the University. No other University official has the authority to close the campus. Should the Governor declare a state-wide closing of government offices, the President/Designee shall take necessary action as deemed appropriate under the circumstances. If the President/Designee closes the campus, External Affairs will contact the media with the following announcement: “The University of Maryland, Baltimore is closed. Only essential staff should report to work.”

- Classes are canceled for the period of closure.
- Essential staff work their regular time and earn administrative leave/compensation as appropriate for all hours worked during the period the campus is closed.
- Non-essential staff are excused and granted administrative leave for all scheduled work time during the period the campus is closed.

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| <p>General announcements about State offices or the University of Maryland are NOT applicable to this campus.</p> |
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