



803 Alumni Drive, PO Box 757380, Fairbanks, Alaska 99775-7380

Phone: (907) 474-7000 Fax: (907) 474-5656

Performance Standards & Best Practices

Subject: Weather-related Closures and Schedule Changes

Number: 010

At times throughout the year, the Chancellor will issue an advisory to all Deans, Directors, and Department Heads indicating that during times of continued snow accumulation and/or warmer temperatures resulting in icy roads, the UAF campus will remain open for regular business activities. The Chancellor has further instructed that it will be left to the discretion of each dean / director to determine the appropriate leave for their employees who choose to leave work early or arrive late due to weather conditions (refer to UAF Policy 02.05.11).

Therefore, under the Chancellor's guidance, Facilities Services will adopt the following standards and practices during times of extreme weather conditions:

- Employees wishing to leave work early or arrive later than their normal work schedule as a result of severe weather conditions must obtain approval from their supervisor in advance; and will be required to use accrued annual leave to account for this time.
- Administrative leave usage may be granted upon notification by the Chancellor, and approval by the Associate Vice Chancellor for Facilities Services.

Weather conditions in Interior Alaska are very unpredictable and vary from day to day, so please use extreme caution driving to and from the University of Alaska Fairbanks Campus. Facilities Services accomplishes essential functions for the University. Without each and every employee, we cannot be successful.

A handwritten signature in black ink, appearing to be 'S. Zell', is written over a horizontal line.