DNS Inclement Weather Policy

The university has an “Inclement Weather” policy (see http://www.dfa.cornell.edu/cms/treasurer/policyoffice/policies/volumes/riskandsafety/upload/vol8_2.pdf).

DNS must abide by a university decision to change university operating status due to a weather emergency. If the university closes or delays opening, then DNS is closed or is delayed opening. DNS may not stay open if the university central administration declares the university is closed. If Cornell officially closes, employees receive paid time off.

DNS may not declare itself closed unless the university is closed. However, employees are not penalized if they choose not to travel during bad weather when road advisories have been issued. In these cases, employees are released from the requirement to notify supervisors in advance to use vacation or personal leave. Employees may also make arrangements with their supervisors to work from home.

University policy states “Supervisors should be reasonably understanding and flexible regarding a staff member's individual needs during inclement weather, especially if the employee has a long commute to and from work. A faculty or staff member who believes that it is unsafe to travel, or who is faced with unexpected family care responsibilities (such as those created by local school closings), should use his or her judgment and remain at home or leave work early if that is the most prudent action.”

DNS employees who cannot report to work, or cannot remain at work, due to personal travel conditions or family care responsibilities when the university is open may charge time off to personal or vacation leave; make up the time within the same work week at the mutual convenience of the employee and the supervisor; or request leave without pay.

Essential employees are those who may need to report to campus to meet the needs of students, research programs, or general operations when the university and the local roads are closed due to inclement weather. These employees are designated by the DNS Director’s Office annually. Essential employees are provided an Essential Employee Letter of Designation on the DNS Director’s letterhead. Any employee designated as essential must keep this letter in his or her vehicle to show to law enforcement officials in the event local roads are closed and the employee is required to report to work.

If a county or municipality announces you should "avoid unnecessary travel" but there is no change in the university’s operating status, then each employee should report to work as usual (travel to and from work is considered necessary travel) unless the employee feels it is not safe to travel or must remain at home to care for family and instead wishes to charge time to leave, make up the time later in the work week or take leave without pay.