

## Inclement Weather FAQs

**1. Who decides if it's an inclement weather day?**

The UT Southwestern President or his designee will decide, and that decision will be communicated via official UT Southwestern communications channels.

**2. What happens if an employee who is considered essential can't make it in to work?**

An employee holding an essential position who, during an emergency, does not report for work or refuses an authorized request to remain on duty beyond his or her scheduled shift ending time, may have that time recorded as an unexcused absence and may be subject to disciplinary action. Please note: All hospital positions are considered essential.

**3. Do employees get extra time off if they have to come in on an inclement weather day?**

Not if it is a normally scheduled workday.

**4. Are employees who are in nonessential positions expected to use their time off accruals if they are unable to report to work as scheduled?**

Employees must use their best judgment when determining whether to travel to work. Per [EMP-267](#), essential or nonessential employees who do not report to work would be expected to use applicable accruals. If an employee has insufficient leave to cover the time away, and no arrangement has been made to make up the time, the absence will be reported as leave without pay.

**5. Can some employees in essential and nonessential positions be allowed to work from home during inclement weather?**

Yes, as long as the work can be performed effectively and the employee has access to [necessary systems](#). However, such approval must be granted in advance of a weather emergency by the employee's manager and the department head.

**6. Are overnight accommodations available for employees in essential positions?**

Accommodations will be made available as circumstances warrant for essential employees who must report to work on a UT Southwestern campus. When possible, UT Southwestern will make every effort to assist employees in essential positions in identifying overnight accommodations. Requests for overnight accommodations must be approved in advance by your supervisor or manager and department head. UTSW has prenegotiated rates for many [nearby hotels](#).

**7. What is the process for securing overnight accommodations?**

UTSW will reimburse up to \$100 per night for inclement weather-related hotel stays for UTSW employees who must report to work on a UTSW campus and have received prior approval from their department head. UTSW has prenegotiated rates for [nearby hotels](#), but due to the high demand of rooms needed availability may be limited. Receipts should be submitted for reimbursement to your respective department for confirmation and processing.

For hospital employees, preference for on-site overnight accommodations will first be given to essential personnel working at William P. Clements Jr. University Hospital and Zale Lipshy Pavilion. Hotel rooms will be considered after available hospital beds have been exhausted. Employees should contact their supervisor/manager first for approval. Your supervisor/manager will contact the Hospital Administrative Supervisors to coordinator necessary accommodations.

**8. What is the process to submit for hotel reimbursement?**

Once the department head approves a hotel stay, employees should be aware that as a state facility, UT Southwestern is exempt from hotel state taxes and will not be able to reimburse for state taxes on hotel reimbursement. Employees will need to submit documentation to their supervisor after checkout that will include a copy of the [hotel exemption form](#) and a copy of the final bill upon checkout. Please note that reimbursement will be for the hotel room rate only and not for additional charges to the room.

Should you have further questions regarding the inclement weather policy as it relates to your position, please contact your team leader for further direction.

*Last revised 2/16/2021*