

**The University of Alabama System Office**  
**Inclement Weather and Emergency Closings Policy**

**Purpose**

To give guidance to The University of Alabama System Office employees in response to inclement weather and other emergency closings.

**Policy**

The UA System Office operates in multiple locations. Emergency closures, including closures due to inclement weather, may differ by location:

- Campus Based Employees – Follow campus procedures and advice
- Montgomery Employees – Follow state office procedures and advice
- Sid McDonald and other System-only Locations – Follow UA campus procedures and advice, except for additional advice, updates, and directives that will be communicated by official employee email, by phone, or the System website from the Chancellor or his/her designee

**Leave Procedures for Emergency Closings**

1. Administrative (paid) leave will be granted
2. Regardless of location, if an employee experiences undue travel or other difficulties, but his/her office is open, the employee may request annual or personal leave from his/her supervisor
3. Non-exempt must seek prior supervisor approval before performing work during official closings