**NOTIFICATION**

Designating Virginia Commonwealth University classified and hourly employees to work   
during periods of inclement weather or other emergency closings.



**To:**

**From:**

**Date:**

**Subject:** Designation to Work During Inclement Weather **or** Other Emergency Closings

I write to let you know that you have been designated to work when Virginia Commonwealth University is authorized to be closed due to inclement weather or other emergency closings.

*[Insert this paragraph for* ***classified*** *employees and* ***University and Academic Professionals****]*

As a salaried employee, you will receive your regular pay and will be credited with appropriate leave for the hours you work during your normal shift in an authorized university closing. If you do not report to work as scheduled and are not on approved leave, you may be subject to disciplinary action.

*[Insert this paragraph for* ***hourly*** *employees]*

As an hourly employee, you will receive your regular pay for the hours you work during your normal shift in an authorized university closing. If you do not report to work as scheduled and are not approved for the time off, you will not be paid for the workday(s) and you may be subject to disciplinary action.

To acknowledge your notification as designated to work during inclement weather or other emergency closings, please sign, date and return to me one signed copy of this communication and keep a copy for yourself. I will also provide a signed copy to your timekeeper. Thank you.

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Employee Signature Date

Please let me know if you have any questions.

Thank you for your continued cooperation as we serve the university’s customers.

Revised May 2017