**Designated Employee Notification**

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

You have been designated to work when Virginia Commonwealth University is authorized to be closed due to inclement weather or other emergency closings.

As a VCU employee, you will receive your regular pay and will be credited with inclement weather 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. Please note the following important reminders:

* If an hourly employee works more than 40 hours in a normal work week (Sunday through Saturday), the employee will be compensated according to the provisions of the Fair Labor Standards Act (FLSA);
* If the employee does not report to work as required during an emergency or inclement weather event and is not on approved leave, the employee may be subject to disciplinary action;
* If an employee reports to work as requested during an emergency and finds that additional assistance is required, the employee will contact the duty manager to arrange for additional support.

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. Please let me know if you have any questions. Thank you for your continued cooperation as we serve the university’s customers.

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Employee signature

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Date