Weather Closures [1]

Everyone loves a snow day. Before you hit the snooze alarm, read this quick walkthrough of CU System’s inclement weather policies.

Who decides when System closes?

The president, chancellor or a designee will decide if we close during inclement weather. If only one campus/location is closed, departments with employees in multiple locations may choose to close specific offices (e.g., Boulder office only) or close all locations. For example, if you work for CU System and are based in Boulder, you may get a snow day even if your coworkers in Denver are required to come into the office.


How will I learn about closures?

We’ll send you an email and text message through our RAVE alert system. CU System Administration follows CU Denver’s weather closure schedule. You’ll receive CU Denver’s weather closure and delay alerts, which also apply to CU System Administration.

CU System Administration employees are automatically enrolled to receive email alerts but must opt-in to receive alerts via text message. If you are a System Administration or campus employee and would like to receive text message alerts about System office closures, please complete the registration form [3]. Only those with CU emails will be added into the RAVE alerts system.

Need to unsubscribe from System Administration alerts? Email uiscommunications@cu.edu [4].

As a remote/hybrid employee, do I have to work?

Employees who work from home or are hybrid do not have to work during an inclement weather closure unless you have been identified as a critical business need. Your supervisor will let you know if you are a critical business need and may need to work.

Who has to come into work during inclement weather?
Essential CU System employees are required to work during inclement weather closures and cannot earn administrative leave pay. Essential services include personnel required to maintain or protect the health, safety or physical wellbeing of campus personnel, academic mission and facilities. Regular employees are not required to work.

**How do I know if I’m essential personnel?**

Your supervisor will let you know if you’re considered essential personnel.

**How do closures affect my pay and vacation balance? How do I track my time?**

When the president or chancellor decides not to open or to close the campus, CU grants administrative leave to regular, overtime-eligible employees for their scheduled work hours during the period of closure. Regular part-time employees (or those paid on an hourly basis) also receive administrative leave.

Overtime exempt employees do not need to record administrative leave.

Temporary (including retirees hired into temporary positions) and student employees are not eligible for administrative leave. However, they will earn pay at their normal rate for any hours worked.

If you happen to be on approved leave (sick or vacation) during a closure, your leave hours may be modified to reflect the granted administrative leave.

Essential personnel will earn pay at their normal rate/salary.

Review [CU System's Inclement Weather Policy](#) for more information.

**I’m an overtime-eligible employee. Can I earn overtime pay if I work during a closure?**

No, you cannot count these hours toward your total overtime calculations. Remember to enter any paid administrative leave in My Leave during a delayed opening or early closure; this ensures your overtime calculations are correct.

**Do I have to work if the office has a delayed start or an early closure due to weather?**

For delayed starts, employees working both remotely and in-person will start their work days at the delayed start time.

For early closures, employees working in-person may finish their work day early. However, supervisors are encouraged to be flexible with staff needs regardless of work location.

**My office is located at another CU campus. Which closure policy do I follow?**

CU System employees with offices and/or locations on another campus will follow their
campus weather closure policies.

Groups audience:
Employee Services

Right Sidebar:
ES: HR - Contact
ES:HR - Campus HR Contact Information

Source URL: https://www.cu.edu/employee-services/collaborative-hr-services/cu-system/time/weather-closures

Links
[1] https://www.cu.edu/employee-services/collaborative-hr-services/cu-system/time/weather-closures
[4] mailto:uiscommunications@cu.edu