

**EMERGENCY CLOSING (HURRICANE HELENE)**  
**SEPTEMBER 26, 2024 THROUGH SEPTEMBER 27, 2024**

The University of West Florida is officially closed from 5:00 am on Thursday, September 26, 2024 through 4:59 am on Friday, September 27, 2024.

Following are instructions for employees accounting for this time:

- All non-exempt, hourly employees should indicate **Administrative Leave** for their regularly scheduled work shifts only, for hours normally scheduled to work during the period of the closing. (5:00 am on Thursday, September 26, 2024 through 4:59 am on Friday, September 27, 2024.)
- **Only** employees normally scheduled to work during the time of the emergency closing shall be provided Administrative Leave.
- Employees normally scheduled to work during the period of the closing should indicate the following in the comment section of their online time sheets: **Emergency Closing**.
- Those non-exempt, hourly, essential employees **required** to work during the closing should also indicate **special compensatory leave earned** for the hours they **physically worked** during the closing. (5:00 am on Thursday, September 26, 2024 through 4:59 am on Friday, September 27, 2024.)
  - **These employees were contacted by their supervisors and were required to work during the closing.**
- **Supervisors** of non-exempt, hourly, **essential** employees: every effort should be made to avoid the need for overtime for the week of Sunday, September 22, 2024 through Saturday, September 28, 2024.
- Those non-exempt, hourly employees working before or after the period of the closing should indicate those hours as regular pay.
- Those **not** scheduled to work during the period of the closing need **not** take any action.

- Those on prior approved leave during the closing **shall not** have the leave changed to administrative leave.
- Exempt employees **do not** account for the closing on their leave reports and are paid their normal salaries.
- OPS employees **do not** receive Administrative Leave for hours the university closed for an emergency. OPS employees are paid for hours worked **only**, and may wish to arrange to make up hours missed. Please avoid incurring overtime when scheduling make-up hours.
- For more information regarding university closings due to natural disasters, please call Human Resources:
  - Sheri Jernigan at 474-2884, [sjernigan@uwf.edu](mailto:sjernigan@uwf.edu),
  - Nicole Zmary at 474-2608, [nzmary@uwf.edu](mailto:nzmary@uwf.edu),
  - Christine Dillard at 474-2508, [cniemann@uwf.edu](mailto:cniemann@uwf.edu), or
  - Jamie Sprague at 474-2156, [jsprague@uwf.edu](mailto:jsprague@uwf.edu).