

**EMERGENCY CLOSING (HURRICANE SALLY) TUESDAY,  
SEPTEMBER 15, 2020 12:00 AM THROUGH MONDAY,  
SEPTEMBER 21, 2020 4:59 AM**

The University of West Florida is officially closed from 12:00 AM Tuesday, September 15, 2020, through 4:59 AM Monday, September 21, 2020. Following are instructions for employees accounting for this time:

- All non-exempt employees should indicate **Administrative Leave** for their regularly scheduled work shifts only, for hours normally scheduled to work during the period of the closing. (12:00 AM Tuesday, September 15, 2020, through 4:59 AM Monday, September 21, 2020.)
- **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. (12:00 AM Tuesday, September 15, 2020, through 4:59 AM Monday, September 21, 2020.)
  - *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, 9/13/2020 through Saturday, 9/19/2020 and for the week of Sunday, 9/20/2020 through Saturday, 9/26/2020.
- 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.
- All Florida Virtual Campus Locations will remain open at this time.
- For more information regarding university closings due to natural disasters, please call Human Resources:
  - Jeff Comeau at 474-2610, [jcomeau@uwf.edu](mailto:jcomeau@uwf.edu),
  - Nicole Zamarly at 474-2608, [nzamarly@uwf.edu](mailto:nzamarly@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).