

VCU Memo

V i r g i n i a C o m m o n w e a l t h U n i v e r s i t y

SAMPLE NOTIFICATION

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

To:

From:

Date:

Subject: Designation to Work During Inclement Weather or Emergency Conditions

You have been designated to work when Virginia Commonwealth University closes in certain weather or other emergency conditions.

[For **classified** employees]

As a classified employee, you will receive your regular pay and will be credited with compensatory leave for the hours that you work during your normal shift in an authorized University closing. If you work more hours than in a normal workweek, you will be compensated according to the provisions of the Fair Labor Standards Act (FLSA). If you do not report to work as scheduled and are not on approved leave, you may be subject to disciplinary action.

[For **hourly** employees]

As an hourly employee, you will receive your regular pay for the hours that you work during your normal shift in an authorized University closing. If you work more hours than in a normal workweek, you will be compensated according to the provisions of the Fair Labor Standards Act (FLSA). 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.

Please let me know if you have any questions.

Thank you for your continued cooperation as we serve the University's customers.