

UW-EXTENSION ADMINISTRATIVE POLICY INCLEMENT WEATHER POLICY

General announcements by the local media regarding the closing of state offices or institutions are considered advisory only. While facilities could be closed to the public, they may not be closed to employees. Only the Chancellor has the authority to close UW-Extension to the public and employees alike.

In the event that a decision is made by the Chancellor to close UW-Extension offices in Madison **before the start of the normal work day**, Madison based staff will be notified via announcements broadcast on **Wisconsin Public Radio Stations WHA 970 AM and WERN 88.7 FM beginning at 6 a.m.**

Division Heads will establish a communications network that will allow employees to contact their supervisor for information on the status of UW-Extension offices.

Faculty and staff located outside of Madison should follow the policies established by their local county government.

In the event that a decision is made by the Chancellor to close UW-Extension offices in Madison **during the course of the normal work day**, notification will be made to Madison-based staff via their Dean or Director's Office.

In the event of inclement weather, unclassified staff must charge time absent from work to vacation or make arrangements with their supervisors to account for the lost time. Provisions affecting classified staff are found in the Wisconsin Administrative Code.

The Dean or Director should provide specific directions to staff located at Upham Woods, UW-Green Bay, UW-Eau Claire, Milwaukee, UW-Superior and the UW-Center at Wausau.