

Procedure: Communicating University Closings/Reporting to Work

At any time, weather and other emergency events may disrupt normal University operations. To ensure the safety of the University community and at the same time continue essential University operations, the President (or designee) may declare a University closing for either a full or partial shift modification. University closings will be communicated in the following manner:

Full Shift Modifications (closing an entire shift)

The University operates twenty-four (24) hours per day and seven (7) days per week (24/7 schedule). To ensure that both “designated” and “non-designated” employees are informed of a full shift modification, announcements of closings will also be made 24/7. To cover day, evening, and night shifts including weekends, announcements by the University and media typically will be made at 6:00 A.M., 12:00 P.M., and 5:00 and/or 6:00 P.M. each day of the week including weekends. University employees should expect to find announcements of a full shift modification at:

Television Stations:	Radio Stations:	University Sources:
<ul style="list-style-type: none">• WVIR-NBC29• Charlottesville Newsplex<ul style="list-style-type: none">○ Channel 19○ Channel 16 ABC○ WANU Fox 27	<ul style="list-style-type: none">• WINA 1070 AM• WTJU 91.5 FM• WUVA 92.7 KISS FM• WWWV 97.5 FM (3WV)• WQMZ 95.1 FM	University Homepage http://www.virginia.edu/ 2 University Telephone Numbers <ul style="list-style-type: none">• (434) 243-SNOW (243-7669)• (434) 924-SNOW (924-7669)

Partial Shift Modification (less than an entire shift)

- Late Arrival will be communicated via the same sources indicated above for a full shift modification.
- Early Departure will be communicated through the University’s chain-of-command. Employees will be notified of early departure by their supervisors.

Reporting to Work

“Designated” employees are expected to report, or stay at work during a University closing for a full or partial shift modification. “Non-designated” employees should be aware that their status may change at any time as a result of the University’s need to respond, recover, and restore normal University operations after they have been disrupted by the emergency event. It is important that “non-designated” employees make preparations to report to work as they are needed. In extreme cases, it also may be necessary for the University to assign an employee to new duties and responsibilities to respond to the emergency. At all times, employees are to follow the University’s announcements as well as their supervisor’s and/or manager’s directives.