

## **The Heller School for Social Policy and Management**

**Policy #:** HS 10

**Issue Date:** August 9, 2018

**Subject:** Work Responsibilities When Brandeis is Officially Closed for Unscheduled Reasons

**Purpose:** To establish clear policies regarding work requirements for Heller faculty and staff when Brandeis University closes due to unscheduled reasons, e.g.; weather conditions.

### **I) Policies**

- A.** When Brandeis University is officially closed, the workday(s) will be considered excused paid time off and will not be charged to a staff member's vacation or personal time.