



ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL

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SUBJECT

UNIVERSITY HUMAN RESOURCES POLICIES

SUB-TOPIC

**OFFICE CLOSING**

Inclement weather or other adverse conditions may occasionally force The University of Texas at Dallas to suspend normal operations. If conditions necessitate closure, U.T. Dallas will post closure information on the university web site (<http://www.utdallas.edu>); send an email announcement to all faculty, staff, and students; send a voice mail broadcast to employees' work numbers; provide a recorded telephone message (phone 972-883-2111); and inform the local media.

For morning closures, every effort will be made to have this information posted on University-controlled sites by no later than 6 a.m.

Closure decisions regarding evening or weekend classes at all locations will be made independently of the decision regarding daytime operations. Employees and students should obtain information directly from the home page, by calling their office voice mail, or by checking the recorded-message phone number (972-883-2111). Media reports may not be reliable if, for example, U.T. Dallas is closed during the day but open for night classes.

The U.T. Dallas Callier Center for Communication Disorders and Center for BrainHealth (Dallas Campus) may have a different closure situation than the main campus in Richardson. Should any closing be necessary, a voice message for U.T. Dallas Callier will be placed on 214-905-3030 and for the U.T. Dallas Center for BrainHealth at 214-905-3000. Information will also be posted on the U.T. Dallas home page (<http://www.utdallas.edu>).

No one is expected to place work or class attendance above health and safety. Use good judgment regarding your ability to get to work or school safely. If unable to report for work when the University is open, you may elect to use a vacation day for the absence or make the time up within a month of the absence and at a time convenient to both you and your supervisor. If you do not feel that it is safe to come to work, please make every reasonable effort to inform your supervisor so that work duties can be managed.