



# HUMAN RESOURCES

*Illinois State University*

## Illinois State University Guidelines for Late Start (March 3, 2015)

Illinois State University will follow the University Administrative Closure Guidelines for the 'Delayed Start' announcement that went out earlier this morning – noted below.

*“Due to severe icing conditions, Illinois State University will have a delayed start at 9:30 a.m. for all students and non-essential personnel on Tuesday, March 3.”*

Consistent with the guidelines in our University Administrative Closure procedures, one of the following 2 examples should be used when reporting time for 3/3/2015.

**1. Hourly employees with regularly scheduled hours on 3/3/2015 between 6:00 a.m. and 9:30 a.m., but did NOT work those hours should do the following:**

- Report the number of hours they normally work during 6:00 a.m. and 9:30 a.m. as time reporting code **AC**

Sun 3/1	Mon 3/2	Tue 3/3	Wed 3/4	Thu 3/5	Fri 3/6	Sat 3/7	Total	Time Reporting Code
	7.50	6.00	7.50	7.50	7.50		37.50	1REG - Regular - Shift 1 - Overtime
		1.50						AC - Administrative Closure Day

**2. Hourly employees who reported to work on 3/3/2015 at any time during the hours of 6:00 a.m. and 9:30 a.m. (Essential personnel or others who received the announcement after reporting to work) should do the following:**

- Receive an equal number of hours off, with pay, equivalent to those worked on that day. This time should **not exceed 3.5 hours**. Supervisors will need to report this “hour for hour” compensatory time (comp time) using the time reporting code of **RTB (regular time banked)\*** in addition to the employee reporting their actual work hours for the day. To access this time for use, the employee will simply select **CTU** (comp time used) when reporting time off in the future.

Sun 3/1	Mon 3/2	Tue 3/3	Wed 3/4	Thu 3/5	Fri 3/6	Sat 3/7	Total	Time Reporting Code
	7.50	7.50	7.50	7.50	7.50		37.50	1REG - Regular - Shift 1 - Overtime
		1.50						1.50 RTB - Regular Time Banked (1.0x)

**Please Note:**

- Extra Help employees and Student employees are paid for hours worked only and, therefore, are not entitled to receive pay for a weather related University Administrative Closure, nor do they accrue hour-for-hour comp time for time worked on closure day(s).
- Employees who are scheduled, in advance of the closure, to use vacation or sick leave should continue to report the previously approved benefit time and are not eligible for any administrative closure time.

For general questions, please contact Human Resources at 438-8311. Thank you for your service to the University

\* For individuals who have difficulty reporting RTB within iPeople, please contact Mike Hudgins ([mshudgi@ilstu.edu](mailto:mshudgi@ilstu.edu)) directly in Human Resources Systems.