

TO: School/Division HR Officers and Secondary Contacts  
FROM: Gena Carter, Employee & Management Relations  
Office of Human Resources

No doubt all of you are getting many questions from your employees about how to record their time for last week's weather event. TIM Administrators received a detailed message on Monday regarding procedures in the TIM system. In addition, below are some additional policy clarifications for questions that have been asked frequently over the past few days.

**Adverse Weather Leave is offset by actual hours worked.**

- Like vacation or sick leave, any adverse weather leave, whether Condition I-II or III, is only applied to a TIM record in order to get the employee up to their regularly scheduled full-time or part-time hours.
- For example, a full-time employee who ended up actually working 30 hours in the work week can apply no more than 10 hours of Condition III adverse weather leave to their TIM record.
- Non-emergency employees who may have continued to work Wednesday afternoon after 1:50 p.m. or at other times during the closing should record that time as work time on their TIM record.

**Employees who worked during the Condition III closing but were not designated as emergency employees do not receive equal time off (ETO).**

- The ETO benefit is reserved for SPA employees who were required to stay at or return to the worksite during the closing to perform duties critical to operational integrity during the closing.
- Emergency employee status is a position attribute in HRIS and must be set in order for the TIM system to recognize and allot the ETO for the employee.
- EPA emergency employees do not receive ETO.

**Employees who were already scheduled for leave during the weather event cannot apply Adverse Weather Leave for that time.**

- Adverse Weather Leave, like other Administrative Absence Leave, is a benefit to employees who were available for work but could not because the University was closed.
- Employees who were already scheduled to be off on those days still apply their already approved leave type (vacation, sick, bonus, FMLA, etc.) on their TIM record.

If you have additional questions regarding the mechanics of getting the time recorded in TIM, please contact TIM Support. For questions on policy interpretation, please contact your Employee & Management Relations Consultant, call the E&MR main phone line at 843-3444, or email [emr@unc.edu](mailto:emr@unc.edu).