



Brandeis University

Emergency Closings

Policy Statement

On occasion severe weather makes it necessary to cancel classes and/or close University offices, or have a delayed opening. A weather emergency hotline has been created at 781-736-2625 to inform employees. In addition, information will be available via a campus wide email, on the Brandeis web site at www.brandeis.edu, www.brandeis.edu/now and the following sources:

- WBZ-TV (Channel 4)
- WCVB TV (Channel 5)
- WHDH TV (Channel 7)
- WRKO AM (680)
- WBZ AM (1030)
- FOX 25 NEWS

Applicability

This policy applies to all Brandeis employees including staff, students and faculty.

Guidelines

The decision to cancel classes and/or work or to delay opening is based on a number of factors including local and regional forecasts and road conditions. When opening is delayed, faculty and staff are expected to be on campus for work and scheduled classes at the designated time. Staff employees who choose not to come to work must notify their supervisor and use personal or vacation time to cover this absence.

If inclement weather forces an early closing, the information will be communicated immediately to all academic and administrative offices via email and by broadcast message. Until such notification, all offices are expected to remain open. Staff employees who leave prior to the official closing must have permission from their supervisor and use personal or vacation time to cover this absence.

Employees of Facilities Services, Public Safety, laboratories where it is crucial to maintain research activities, and other offices providing essential services, should follow the specific procedures of their departments.

This policy is for general guidance only. It does not create an employment contract or any right to continued employment at Brandeis University. Brandeis University reserves the right to modify, revoke, suspend, terminate and/or change any and all policies and procedures at any time, with or without notice.

Office of Human Resources
01/2018