To: (Employee Name)

From:

Subject: Suspended Operations Preparation

The University may have to suspend operations due to events like severe weather, natural disaster, fire, or related hazard. When the University suspends operations only staff in positions that have been designated as performing an essential service report to and/or continue working. All other staff either stay at or return home until the operational suspension is lifted.

The position you hold as a (job title) is considered essential, and you are expected to continue to report to work if the University suspends operations.

(consider adding department-specific information about what the employee should do if there is unusual difficulty getting to work or if the employee’s ability to work is affected by emergency childcare responsibilities or ill or injured family members)

(if teleworking is possible for this position – include options and requirements for teleworking)

All employees should know how to determine the UW’s operational status. There are several ways to do so:

* You can sign up for UW Alert and register to receive text messages at [www.uw.edu/alert](http://www.uw.edu/alert).
* You can call UW information lines 24/7 for up-to-date information:  
  206-UWS-INFO (206-897-4636) or toll-free 1-866-897-4636
* If web servers are unaffected, you can also check the UW homepage.

Please review information about the University’s compensation and leave use practices that are in effect during suspended operations at:  
http://www.washington.edu/admin/hr/polproc/susp-ops/leavecomp.html

Please let me know if you have questions about your responsibilities during suspended operations.