MEMORANDUM

TO: Vice Presidents, Deans and Department Chairs
FROM: Leonzo Cuiman, Assistant Vice President for Labor Relations
SUBJECT: STATE POLICY FOR SNOW EMERGENCIES
DATE: November 16, 2016

Please find below a summary of the State’s snow emergency policy:

While only the Governor may order the closing of SUNY DMC, the Officer in Charge, Dr. Michael Lucchesi, has the authority to cancel classes due to weather and other emergencies. When the classes are cancelled, employees designated as “essential” must report to work. Employees should be advised by their supervisors if they fall within that category. Supervisors may use the attached sample letter for this purpose. (All University Hospital-based employees are designated as “essential”.)

Nonessential employees who report to work on a day when classes are cancelled must be assigned to duties. Employees who do not report to work on a day when the President has cancelled classes, or who work only a portion of the day, must charge their accrued leave balances for the period of their absence. The leave balances that may be charged are personal leave, annual leave, and/or compensatory leave.

On rare occasions, the Governor may determine that SUNY DMC should be considered closed on the date of a snowstorm. This determination is communicated to SUNY DMC after the weather emergency. Only when the Governor makes this determination may employees’ absences due to weather emergencies be treated as excused absences. If the Governor’s Office of Employee Relations advises the campus that this decision has been made, you will be advised to refund to employees the leave credits charged to cover their absences on the storm date.

Please post this memorandum in your offices.

cc: Dr. Michael Lucchesi
Dr. Mark Stewart
William Walsh
Dear 

In an effort to maintain the operations of Downstate Medical Center during and after severe snowstorms, please be advised that as an essential employee, you are required to report to work regardless of snow conditions. Any announcement you may hear indicating that classes have been cancelled does not relieve you of your obligation to report. Please become familiar with the provisions of the attached policy.

cc: Personnel File