

Cornell University Designated Campus Closure Pay Guidelines (Excluding Weill Cornell Medicine Campuses)

The university may designate planned campus closures in advance. These closures are intentionally scheduled and differ from unscheduled closures due to emergencies or inclement weather. When a designated campus closure occurs, no classes will be held, and faculty and staff will generally be excused from work, except for employees who provide essential services. Please carefully review the pay guidelines below.

Questions and information about individual situations, including those not addressed below, should be directed to your college/unit Human Resource representative who may elevate questions to Workforce Policy and Compliance at hrpolicy@cornell.edu. If you have questions about time entry codes, please contact the University Payroll Office by submitting a [Payroll Support Request Form](#).

Note: Compensation during campus closure for employees covered by a collective bargaining agreement is subject to the provisions of their contracts.

Guidelines at a Glance

Hours Worked During the Campus Closure, on-site or remotely

Regular full and part-time non-exempt employees, including benefits-eligible temporary employees, who provide essential services and are **required** to work during the campus closure will be paid premium pay at 1-1/2 times their regular hourly rate for those hours worked during the closure period. In addition, those employees will receive paid-leave credit equal to the number of hours worked during the closure period. Employees must use paid leave credit by the next **October 15** after it was earned, or it will be forfeited.

***Time entry code “Unscheduled Closure - Paid at 1.5x; Paid Time Off Banked at 1.0x”:** used for individuals **required** to work during the closing (1.5 times pay and paid time off credit equal to the hours worked during the closure). Paid Time Off Credit is applied automatically when this code is used.*

Non-benefits eligible temporary and casual employees who provide essential services and are **required** to work during the campus closure will be paid 1-1/2 times their regular hourly rate for those hours worked during the closure period; the paid leave credit will not apply.

***Time entry code “Unscheduled Closure – Paid at 1.5x; No Paid Time Off Banked”:** used for individuals **required** to work during the closure who are non-benefits eligible.*

Exempt employees are not covered by the premium pay. They will receive their regular pay and should be provided with a flex day to be used in the future. This can be coordinated directly with their supervisors and will not be recorded or reflected in Workday.

Hours Scheduled but Not Worked during the Campus Closure

Regular full and part-time non-exempt employees, including benefits-eligible temporary employees, who were scheduled to work during any hours the university was closed but who did not work due to the closure will receive paid leave at their regular hourly rate of pay for the hours they were scheduled to work during the closure. Note: This provision does not apply to non-benefits-eligible temporary or casual employees.

Exempt employees who were scheduled to work during any hours the university was closed will receive their regular pay.

*Time Entry Code “**Unscheduled Closure - Not Worked - Paid Straight**” used for individuals who were scheduled to work but did not work due to the closure*

Hours Not Normally Scheduled and Not Worked During the Campus Closure

Regular full and part-time non-exempt employees, including benefits-eligible temporary employees, who were not scheduled to work during any hours the university was closed, will automatically receive paid-leave credit equal to 1/5 (one-fifth) of their scheduled weekly hours as defined in Workday. This is a manual process to be completed by individuals with Timekeeper, Time Off Partner, or Pay Rep roles in Workday.

Exempt employees should be provided with a flex day to be used in the future. This can be coordinated directly with their supervisors and will not be recorded or reflected in Workday.

Note: Non-benefits eligible temporary and casual employees are not eligible to receive the paid-leave credit.

Use of Leave Time Unrelated to the Campus Closure

Exempt and non-exempt employees, including benefits-eligible temporary employees, who were not scheduled to work during the closure due to time off (e.g., vacation, health and personal leave) that was pre-approved can adjust their time off to reflect the closure day pay code in lieu of using their vacation or health and personal leave.

Student Employees

Students who work during a campus closure are paid at their normal rate of pay for the hours they work. If a student isn't scheduled or is scheduled and doesn't work, they do not receive any pay.