(all staff hold essential service positions)

To all staff in (name of department)

Subject: Reminder to Staff Regarding Suspended Operations

As winter weather approaches, I am reminding (unit/dept name) staff that all of our unit/department’s positions are designated as essential and are required to report to work if the University suspends operations due to severe weather or any other reason.

TELEWORKING DURING SUSPENDED OPERATIONS

It may be possible for some staff to telework during suspended operations. I have asked each manager to determine which positions in their units can telework during suspended operations and under what conditions. If your position lends itself to teleworking, your manager will discuss the option for teleworking with you.

KNOWING THE STATUS OF UNIVERSITY OPERATIONS

There are many ways to know if the University has suspended operations:

* 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.

LEAVE USE AND COMPENSATION PRACTICES

Please familiarize yourselves with the University’s compensation and leave use practices that are in effect during suspended operations at:  
www.uw.edu/admin/hr/polproc/susp-ops/leavecomp.html

Please address any questions you may have with your supervisor.