



Approved by: Chancellor's Cabinet
Date: 9/17/2018
Gary L. Miller
Gary Miller, Chancellor

OFFICE HOURS AND INSTITUTIONAL CLOSURES POLICY HR 14-17-3

POLICY

[UW System Operational Policy GEN 2](#) and [§230.35](#) provides that all UW Institutions as agencies of the state shall remain open all days of the year except Saturdays, Sundays, and listed holidays. This policy provides guidance on the application for UW-Green Bay offices and closures.

DEFINITIONS

“Office Hours” are defined by [§230.35](#) 7:45 a.m. to 4:30 p.m. with intermissions from 11:45 – 12:30 p.m.

“Open” is defined as at least one staff member available to answer the phone, receive visitors, and take messages.

“Paid Legal Holidays” [UW System Operational Policy BN 2](#) establishes paid legal holidays when UW System institutions are not required to be open for business.

“Weather Event” any disruption of classes or campus events caused by act of nature and applicable under the [Winter Storm Policy](#)

INSTITUTIONAL HOURS AND OFFICE CLOSURES

Pursuant to [UW System Operational Policy GEN 2](#) the Chancellor is the only authorized official who may adjust opening and closing hours and intermission periods of the institution based upon operational needs. The only standing day approved per the Chancellor for permissible office closure is the Friday following Thanksgiving. Any additional closures must be authorized by the Chancellor and should be infrequent and unusual.

In the event of authorized closure, the Chancellor has delegated authority to Area Leaders to determine essential and non-essential functions across the institution. Permission by the Chancellor to implement discretionary closure remains subject to the Area Leaders discretion and will only be implemented in an individual Office with both the Chancellor’s permission and Area Leaders consent.

The following areas are designated as “essential functions” under this policy and will remain open during normal business hours:

- GBOSS*
- Branch Campus Student Affairs Offices
- Office of Public Safety
- Facilities Management (including Power Plant Operations)



- Residence Life

For application of §230.35 Wis.Stats. the UW-Green Bay One Stop Shop (GBOSS) shall represent the Offices of the Registrar, Bursar, Financial Aid and Admissions.

Individual employees may elect to work on a day in which their office has been closed under this policy. In that event, the Area Leader will determine whether the office will then be “closed” under this policy or if the employee can perform the routine function of the office. Employees who are scheduled for work on the date of an office closure under this policy and elect not to work will be required to take paid leave time if their employment classification provides leave.

This policy does not apply to closures caused by weather events or other circumstances beyond the control of the University. Reporting requirements and application of paid leave are subject to the application of those relevant policies.

NOTICE OF CLOSURE

During periods of authorized closure, offices determined to be non-essential must provide notice of office closure to the Office of Human Resources, post notice on the departmental website, and also display a notice of office closure at least a week in advance including notice of when normal business hours will resume.

RELATED DOCUMENTS

WI State Statute [§230.35](#)

[UW System Operational Policy BN 2](#)

[UW System Operational Policy GEN 2](#)