At its December 2018 meeting, the YSU Board of Trustees enacted a new [Unscheduled Leave Policy](http://cms.ysu.edu/sites/default/files/images/3356-7-16%20Unscheduled%20leave%20policy%20%28new%29.docx) (Policy #3356-7-16) in order to provide guidelines and procedures to the campus community when conditions warrant a declaration of the availability of unscheduled leave.

FREQUENTLY ASKED QUESTIONS

*What is unscheduled leave?* Unscheduled leave is leave that non-essential University employees may take without advance notice and without preapproval.

*How do I know if I am an essential employee?* The designation as an essential employee is noted on the employee’s position description. If you are unsure as to whether you are an essential employee, contact your supervisor.

*When can non-essential employees use unscheduled leave?*

* When the President of the University, or his/her designee, invokes the use of unscheduled leave, and
* If the non-essential employee believe travel to or remaining on campus might reasonably jeopardize their safety.

*How will I know if unscheduled leave has been invoked?* The University will utilize its normal communications methods such as Penguin Alert, YSU Homepage, Social Media, and Radio and Television, to communicate regarding the availability of unscheduled leave.

*Do I have to tell my supervisor if I am taking unscheduled leave?* Yes. While a request and preapproval are not required for unscheduled leave, an employee must notify their supervisor if they are going to utilize unscheduled leave.

*What type of leave should I report?* Employees must take leave consistent with other University policies and/or bargaining unit agreements (vacation, personal from sick, etc.). Sick leave cannot be used for unscheduled leave unless the absence meets the criteria established by the employee’s bargaining unit agreement or other board of trustees’ policy. Leave without pay may be used if the employee has no other appropriate leave.

*Does the declaration of unscheduled leave mean YSU is closed*? No. When unscheduled leave is invoked non-essential employee may choose to work or take leave. If the University were to close, an announcement to that effect would be made to the University community.

*Does the declaration of unscheduled leave mean classes are cancelled?* No. While unscheduled leave and the cancellation of classes could occur at the same time, unscheduled leave may be invoked whether or not classes have been cancelled.

*Does a cancellation of classes mean unscheduled leave is available?* No. Classes could be cancelled without unscheduled leave being invoked.

*Are faculty members required to take leave when classes have been cancelled* ***and*** *unscheduled leave has been invoked?* If classes are cancelled, regardless of whether unscheduled leave has been invoked, faculty members are not required to take leave for the time they would have been in class or held office hours.

However, if a faculty member was scheduled for some other work activity (e.g. department meeting) which has not be cancelled or rescheduled and the faculty member determines that he/she will not attend or participate in the work activity because travel to or remaining on campus might reasonably jeopardize their safety, then leave must be taken for the length of the work activity that was missed. Personal from sick leave can be used; if the limit of personal from sick leave has been met then unpaid leave will be used.

*I am an Administrator/Manager/Supervisor and my non-essential staff is taking unscheduled leave, how do I maintain services?* Divisional administrators/vice-presidents must assess the function of or services offered within their responsibility and determine if any are indispensable to the continued and safe operation of the University (e.g. essential). If the answer is yes, then a determination should be made as to what individuals will be identified as essential employees and how the office or department will respond when unscheduled leave is invoked.

Also, regardless of whether a division provides essential functions, divisional administrators/vice-presidents should have a plan in place to deal with staffing and services during unscheduled leave.

**FYI:**

Sign up for [PenguinAlert](https://ysu.edu/penguin-alertuestions%20regarding%20)

To view YSU’s [Cancellation and Closing Procedures](https://ysu.edu/cancellation-and-closing-procedures)

To view Board of Trustees’ approved [University Policies](http://cms.ysu.edu/administrative-offices/university-policies/university-policies)