



**UNIVERSITY AT ALBANY**  
State University of New York

## **Liberal Leave During Weather-related Emergencies**

In the event of a weather-related emergency, liberal leave is in effect. In such circumstances, we encourage supervisors to be as flexible as possible in allowing employees who wish to leave early or not to report to campus. Those offices providing essential or direct student services may reduce operations to a minimum or provide remote service, as appropriate.

Non-essential employees able to work fully remotely may do so with supervisor's approval. Staff who cannot work fully remotely, or do not request to, must charge appropriate leave credits. Essential employees required to be on campus will follow departmental protocols during weather-related emergencies. Faculty will follow [remote instruction plans](#). As only the Governor can close state offices, no employee can be directed to not report to work or leave before the end of their workday should they chose not to.

**Emergency Alerts** will be posted on the [Emergency Management](#) website. You can also sign up for text message, voicemail and/or personal email notifications on this site. The [Snow Response Plan](#) contains useful information about the procedures followed by our Physical Plant staff for clearing parking lots and roadways, and corresponding parking protocols.