



## Liberal Leave Designation

**Liberal Leave** is a leave designation made by the President, or designee, under which University employees who have not been designated as Essential Employees may choose to work, or to take accrued leave credits (other than sick leave) or leave without pay without the requirement of prior supervisory approval. Supervisors should establish reasonable procedures for a non-essential employee to follow if the employee decides to take any form of liberal leave.

Liberal leave may be designated in instances where the President chooses to reduce operations for a pre-determined period or for weather or other condition emergency. When liberal leave is in effect and pre-approval requirements are relaxed, we encourage supervisors to be as flexible as possible in allowing employees to take advantage of liberal leave. Those offices providing essential or direct student services may reduce operations to a minimum or provide remote service, as appropriate.

**Reduction in operations:** During periods of time when campus presence may be less critical, such as when most students are gone from campus, the decision may be made to limit or consolidate activity to reduce energy use and utility costs. Reductions may be connected to observed holidays or during the intersession when on-campus presence may be less critical for some operations and encouraging liberal leave supports employee wellness. Communications will be sent via email and/or will be publicized in the University Employee [Holiday Schedule](#).

**Weather or other condition emergency:** 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. Faculty will use [Alternative Instructional Delivery](#) options. 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 choose not to.

UAlbany/Emergency Alerts will be posted on the [Emergency Management](#) website as quickly as possible should the University decide to implement this procedure. Please [sign up](#) for UAlbany Alerts to receive text message, voicemail and/or personal email notifications. The [Snow Response Plan](#) contains useful information about the procedures followed by our Facilities Management staff for clearing parking lots and roadways, and corresponding parking protocols.