

# Adverse Weather and Emergency Closings

During situations such as natural disasters, emergencies and/or inclement weather, the President has the discretion to alter the College's operating schedule as needed. The President shall take the necessary steps to deal with the situation, and notify College employees.

## A. Use of Leave

1. If the President closes the College as a result of adverse weather or emergency, no employees will be required to take any leave. Essential employees (i.e., security, grounds, maintenance, etc.) who are required to work on closed days will be provided with comparable time-off at a later date with supervisor approval.
2. If the College is open but the employee believes s/he cannot make it to the designated work site safely, the employee will be required to do one of the following:
  - a. Take annual, bonus or compensatory leave;
  - b. Payroll deduction for time lost if less than the required hours are worked for the pay period and if all other leave (i.e., annual, bonus, compensatory, etc.) has been exhausted.

## B. Loss of Instructional Time

Coursework for missed academic classes due to inclement weather or an emergency closing will be made-up in one of the following ways:

1. Rescheduling the course at a time convenient for the faculty and students;
2. Documenting make-up through the use of an alternate assignment; or
3. Altering or extending the semester calendar.

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