

**Inclement Weather Policy**

The general policy regarding inclement weather is that the University does not close its offices because of bad weather. However, the obligation to provide services to our students must be balanced with the risk of danger to our employees. It is, therefore, appropriate that guidelines which reflect the needs of our students and the safety of our employees be established and made known. The following is the University's weather policy:

It is the policy of the University to remain open regardless of weather conditions. Each person is expected to make his or her own determination to work. Those personnel who do not report to work because of weather conditions will be charged "annual leave." With the approval of the supervisor, an employee may elect to use "leave without pay" in lieu of "annual leave." This will be considered an excused absence. However, individual departments may develop and implement additional policies concerning requirements for essential personnel during periods of inclement weather.

Employees should make every attempt to get to work within the bounds of their personal safety. In the event of early morning inclement weather conditions, the University recognizes that normal routing may be disrupted. If the University remains open but an inclement weather day is officially declared, employees arriving within two hours of their normal starting time will be given credit for a full day's attendance. Employees arriving later will be charged the full amount of time involved in their tardiness, and employees not coming to work will be charged a full day's absence.

If severe and unexpected conditions should force a decision to close offices and/or classrooms, the University chancellor will instruct the Office of University Relations to notify regional media.

Please refer to Academic Policy 1858.10 regarding the class cancellation policy due to inclement weather.

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