

**INCLEMENT WEATHER**

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When severe inclement weather occurs during office hours, the Chancellor will have the discretion to allow employees to leave work early for safety reasons. Decisions to allow employees to leave work early, however, should recognize the requirement to assure service delivery to the citizens for a full work day. When the college is officially closed, employees will not be asked to charge their time off against annual leave.

Employees may utilize their discretion when conditions are such as to pose possible injury or damage to property in the transportation process of arriving at work. Time lost due to early departure or inability to arrive at work must be charged against annual leave if available, or to leave without pay. The employee is to notify his/her immediate supervisor in the event of late or non-arrival.

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**Policy History:**

September 8, 2014  
August 18, 2014  
January 1, 2011  
July 30, 2001

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Procedures:

1. The Chancellor or his designee has sole authority to decide to close the college during inclement weather, including the cancellation of classes.
2. Once the decision is made, an alert will be sent to students, faculty, and staff announcing the details of the closing of campuses.
3. The local radio stations will be notified to announce the campus closings.
4. If conditions are such that campuses may remain open, but employees feel that road and weather conditions pose possible dangers to them, the employee may use his/her annual leave if available, or leave without pay at their discretion.

The employee must notify his/her supervisor of late or non-arrival because of such conditions

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**Procedure History:**

November 1, 2013

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