

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 steps necessary 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 provide with comparable time-off at a later date with supervisor approval.
2. If the College is open but the employee believes they cannot make it to the designated work site safely, the employee will be required to do one of the following:
 - a. Make-up the time on a schedule approved by the employee's immediate supervisor, if feasible;
 - b. Take annual, bonus or compensatory leave; or
 - c. Payroll deduction for time lost.

Make-up time must be completed before the end of the fiscal year.

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 to the faculty and students;
2. Documenting make-up through the use of an alternate assignment; or
3. Extending the semester by the time missed.

Adopted: August 26, 2022