

1/15/20

- 6:00 PM

- During severe winter weather, these employees who have not yet arrived for their shift must notify their supervisors as early as possible.
- During severe winter weather, these employees who believe it is necessary to leave early to protect their safety may do so with the permission of their supervisor.
- In each circumstance, vacation time, floating holidays, personal time or time-due balances may be used as appropriate to receive pay for the "missed hours" or "missed day" or a leave-without-pay will be assessed. Sick time may not be used for this purpose.

During severe winter weather, Non-Emergency Exempt Salaried Employees working remotely are expected to continue to work. If they are unable to work because of the severe winter weather, they should inform their supervisors.

**2. Early Release/Delayed Arrival**

In the event of an Early Release/Delayed Arrival, Non-Emergency Exempt Salaried employees working on Campus will receive their regular pay. If one of these employees is on a previously approved vacation leave, calls in sick and/or otherwise elects, in advance of the release/delay to take the time off, that employee will need to utilize a full day of leave. For example, if on a day when there was an Early Release, a Non-Emergency Exempt Salaried administrator had previously scheduled to take a vacation day, that employee will utilize a full-day's complement of vacation leave and the employee

(em2 will be scheduled to work during a Closure. If one of these employees is on a previously approved vacation leave, calls in sick and/or otherwise elects, in advance of the Closure, to take part or all of a day off, that employee must utilize the appropriate leave. For example, if an Exempt Salaried employee had previously scheduled to take a vacation day during a College Closure, that employee must utilize a vacation day.

