

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 s/he 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 within a month of the date the closing occurred.

**B. Loss of Instructional Time**

Curriculum classes that are missed or not held for inclement weather should be rescheduled whenever possible. The College has determined that up to twenty percent (20%) of seated courses missed could be made up by other alternatives including extra assignments, individual conferences, etc. In some instances, the College may choose to add additional minutes to the current class schedule, utilize student breaks as instructional make-up days or extend the length of the semester in order to meet instructional obligations.

In all circumstances, the College must be able to document how any instructional time that was not rescheduled was made up in order for the class hours to be reported for budget FTE reimbursement.

Workforce/Continuing Education may use distance learning options if the number of hours made up using alternate assignments were documented; and, if student learning outcomes or objectives for the class were met with the assignment.

Adopted: 7/01/2018

Revised: 4/27/2020