

# Inclement Weather & Emergency Closing/Delay Policy

As a residential institution, Skidmore operates on a continuous 24-hour, 12-month basis. There may be rare occasions, however, when the College may suspend or limit some operations and/or special events due to inclement weather or other emergencies.

Decisions for delayed campus openings, early releases, or campus closures due to inclement weather or other emergencies will be made by the President or the President's designee in conjunction with other College administrators based on National Weather Service advisories, law enforcement bulletins, and/or other reliable

## *Article IV. Leave-Time Accounting*

In the event of a College-designated campus closure, late opening, or early release, all faculty and staff who were scheduled to work during that time will be paid their full, regular salaries or wages. Employees who previously scheduled a vacation or any other paid leave day for a day when operations are delayed or suspended will still be charged for that leave day as previously approved.

When Skidmore has not officially closed or delayed its operations, employees who are unable to come to (or remain at) work because of severe weather or other emergency condition have the following options:

- Supervisors may allow late arrival or early release, not to exceed two hours of paid time for non-union staff.
- Employees may request time off charged to accrued, unused paid leave - that is, absence leave for union/non-exempt staff; or personal hours, vacation, or floating holiday for other staff.
- If an exempt employee chooses not work on a day that the College is open, or chooses to arrive later than or depart earlier than the change in schedule made by the College, the employee will be required to use available paid time off to cover the period of absence. If the exempt employee has no paid time off available, he/she

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