

SOUTHWESTERN COMMUNITY COLLEGE	HUMAN RESOURCES/INFORMATION TECHNOLOGY ABSENCES DUE TO ADVERSE WEATHER	Policy 4.02.13
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1. The College's geographical location and diversity of our student population and programs make it extremely difficult to apply a uniform policy regarding how operations in the three-county service area will be affected in time of adverse weather conditions.
2. Absences due to adverse weather conditions will be handled as follows:
 - a. **Faculty** - instructors are employed on an assignment basis. In the event of cancellation of classes, instructors are expected to make up the classes in accordance with the Missed Instruction Makeup Procedure. In the event the instructor is unable to report, and classes are not cancelled, personal leave must be used for this absence.
 - b. **Non-Instructional Personnel** – each employee must, with the agreement of his supervisor, elect one of the following in adjusting time lost:
 1. Make up time as authorized by the supervisor.
 2. Use a vacation leave day.
 3. Payroll deduction for time lost.
3. **Special Provisions** - when catastrophic, life-threatening weather conditions occur (i.e., blizzards, hurricanes, tornadoes, or floods), it may become necessary for College officials to close or evacuate the College. If these decisions are made, employees will not be required to make up time lost from work during the period officially declared hazardous to life and safety except as may be required for the make-up of missed classes.

Adopted: July 2002

Revised: July 23, 2013