

MIDDLE TENNESSEE STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

POLICY NO: IV:07:22

DATE: August 24, 2004

SUPERCEDES POLICY NO: III:00:02B

DATED: September 5, 1995

SUBJECT: Attendance Policy for Inclement Weather

APPROVED: Sidney A. McPhee, President



PURPOSE:

This policy is to provide a uniform method of handling "weather day" absences that occur when employees are prevented or delayed from getting to work, or leave work early, because of a severe storm, snow accumulation, icy roads, flooding, etc.; and to provide guidelines in the event the University is officially closed.

ACCOUNTING FOR TIME MISSED (NO OFFICIAL CLOSEDOWN):

When a "weather day" occurs, usually some employees make it to work and others do not. The University does not give free time off for such absences unless the University is officially closed. No free time off is authorized except as provided in this policy. Time missed is accounted for by permitting the employee to elect to be paid for the absence by charging the time to accumulated annual leave or compensatory time, if applicable.

Similarly, if employees are given permission to leave work early, the work time missed is accounted for either as annual leave or compensatory time, if applicable.

OFFICIAL CLOSEDOWNS:

If the University is officially closed, the following conditions apply:

Employees in other than essential services, as determined by the supervisor - -

1. An employee shall receive pay for the part of the work schedule missed during the official closedown period in the following circumstances:
 - o Employee is at work until the closedown officially begins, irrespective of the time of arrival to work.
 - o Employee is informed not to report for work during the closedown.

2. The status of an employee who is on approved annual or sick leave prior to the official closedown and not scheduled to work or is on a regularly scheduled day off, layoff, or leave of absence without pay does not change because there is an official closedown

Employees in essential services, as determined by the supervisor - -

1. An employee who is required by the supervisor to work on essential duties during that employee's regular shift shall be granted equivalent time off only for the hours worked during the official closedown period. Hours worked before and/or after the closedown do not qualify for equivalent time off.
2. Equivalent time off shall be scheduled at another time mutually agreeable to the employee and the supervisor.
3. Equivalent time off shall not be granted for hours of overtime worked during the closedown if the employee is eligible for overtime pay.