

CONNECTICUT STATE UNIVERSITY SYSTEM

Emergency Closing Policy

Each University president may cancel classes due to emergencies in accordance with established university procedures.

In those instances of extreme adverse weather or when an emergency condition exists rendering a work location unsafe or uninhabitable and the university president deems appropriate to excuse employees from work, the university president or designee will inform the Chancellor and the Department of Administrative Services Bureau of Personnel and Labor Relations of the closing. Only employees who are immediately affected by the adverse condition will be granted time off and only when no reasonable alternative exists. There will be no compensatory time for employees who remain at work for whatever reason.

When employees are excused from work due to emergency, those employees who are scheduled to work shall have their attendance record credited as if at work, reflecting the proper coding. Those employees who were not scheduled to work, shall have their absence credited to the appropriate leave account.

The President of each university shall designate as *essential* those functions that are necessary for the continuing operation of the university or for the health and safety of the university community. Employees designated essential will not be excused from work and shall be notified in advance.

Extreme Adverse Weather Conditions

In the event that the University chooses not to close during times of extreme adverse weather conditions, the following guidelines will apply.

Extreme adverse weather conditions may make it very difficult or impossible for some employees to report to work on time, report to work at all, or remain at work as scheduled. In an effort to promote safety, the following guidelines may be followed:

- a. *Late* - Employees reporting late to work due to the weather conditions, will be allowed to charge the time to earned leave balances excluding sick leave, except as otherwise provided in the applicable collective bargaining agreement;
- b. *Full Day Absence* - Employees scheduled to work who do not report to work at all as a result of the extreme adverse weather conditions, will be allowed to charge the absence to accrued leave balances, other than sick leave, except as otherwise provided in the applicable collective bargaining agreement;
- c. *Partial Absence* - Employees who wish to leave work early due to extreme adverse weather conditions must obtain supervisory approval. Time not worked will be charged

to accrued leave balances, other than sick leave, except as otherwise provided in the applicable collective bargaining agreement.