

HIGHLAND COMMUNITY COLLEGE
ADMINISTRATIVE PERSONNEL POLICY

SUBJECT: Absence due to Inclement Weather

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BOARD OF TRUSTEE APPROVAL: 12/11/91

EFFECTIVE DATE: 12/12/91

When campus is open for normal operation, but an employee is unable to make it to their work site due to inclement weather, the employee will have the option of using accrued sick or vacation leave, or leave without pay for the time missed.

Upon return to work, the employee will complete and submit to their supervisor a "Request for Permission to be Absent from Regular Duty" leave form, stating what type of leave is requested for the day(s) missed.