

HIGHLAND COMMUNITY COLLEGE
CLASSIFIED 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 for the time missed.

If an employee has no accrued leave (or not enough), the following options are available:

- 1) Leave without pay
- 2) Compensatory time to be made up according to a schedule determined by the employee and the supervisor

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. If compensatory time is to be used, the hours to be worked will be indicated on this form.