



NO. 2204 INCLEMENT WEATHER LEAVE

- 1.0 **INCLEMENT WEATHER CLOSURES:** Oklahoma City Community College (OCCC) values the safety of students, faculty, and staff. The decision to close campus (or parts of campus) and cancel classes and activities is made by Executive Leadership, and is based on the interests of safety. OCCC officials monitor weather reports for inclement weather. In the event of inclement weather, Executive Leadership will determine if it is necessary to close or delay opening. When the decision is made to close or delay opening, OCCC officials will promptly notify students and employees. Campus closings and delayed openings will be announced through local radio and television stations, on OCCC's website, Facebook and Twitter pages, and through the OCCC's Campus Alert Notification (CAN) System. For information about how to sign up to receive text messages and add email addresses via the CAN system, please visit www.occc.edu/can.
- 2.0 **PAY STATUS:** If Executive Leadership determines it necessary to close the campus or delay opening due to inclement weather, Regular Full-Time and Regular Part-Time Employees who cannot work because of the inclement weather closure will be granted paid inclement weather leave for the time the employees cannot work due to the campus closure during the employee's regularly scheduled work hours, except that:
 - 2.1 Employees on scheduled sick, vacation, personal, or leave without pay will not be granted paid inclement weather leave.
 - 2.2 Employees who are not regularly scheduled to work during an inclement weather closure shall not be granted paid inclement weather leave or due to such closure.
 - 2.3 Employees who are directed to work from home during an inclement weather closure shall not be granted paid inclement weather leave for the time worked from home. Employees working from home shall be paid regularly, as if they are working on campus.
 - 2.4 Temporary Employees and Student Employees will not be granted paid inclement weather leave for closures due to inclement weather. At the discretion of the employee's supervisor, the supervisor may allow a Temporary Employee or Student Employees who missed work time due to an inclement weather closure to make up that time at a later date, if making up the time will not result in the employee working in excess of 40 hours in any week.
 - 2.5 To those Non-Exempt Regular Full-Time Employees and Regular Part-Time Employees who are required to work on campus during inclement weather closures, OCCC shall pay such employees for both hours worked and the time the campus is closed during the employee's regularly scheduled work hours.
 - 2.6 Employee Leave Requests during inclement weather. When the decision is made to continue rather than interrupt regular OCCC operations despite the forecast of possible inclement weather, a Regular Full-Time or Regular Part-Time Employee who does not report to work (on campus or from home, as directed), leaves earlier than a designated closure time, or who arrives later than a designated late arrival time, shall be charged leave or leave without pay for the missed work time. [For example, if an early closure is authorized for 11:00 A.M. and an employee leaves at 10:00 A.M., the employee will be charged one hour of leave or leave without pay

and the remainder of the work hours will be charged as paid inclement weather leave.]

- 2.6.1 Employees Requesting Vacation Leave or Personal Leave pursuant to College Policy No. 2201, must request the leave as specified in these leave policies. Sick Leave may not be used for weather concerns.
- 2.6.2 Pursuant to Policy 2201, before an employee may take Vacation Leave or Personal Leave, the request must be approved by, and is at the discretion of, the Supervisor. When a supervisor does not approve the Vacation Leave or Personal Leave requested due to weather, and the employee leaves early, reports late, or fails to report to work notwithstanding lack of approval, the absence will be considered leave without pay, which may result in disciplinary action.
- 2.7 Cancellation of classes by Faculty members due to weather is not permitted, except as otherwise provided herein. Faculty members are required to hold class unless there is a campus-wide closure and remote classes are not possible.
 - 2.7.1 In the event a Faculty member feels it is unsafe to travel to campus, the Faculty member is required to request approval from the Division Dean in advance of and before cancelling any class or classes.
 - 2.7.2 All requests to cancel classes and take leave must be made in advance and may be denied. Failure of a Faculty member to comply with the determination of the Division Dean may result in disciplinary action.
 - 2.7.3 In the event that a Division Dean approves a class cancellation pursuant to section 2.7.1, the Division Dean shall attempt to work with the Faculty member or Adjunct Faculty member to reschedule the canceled class through an in-person or virtual class (synchronous or asynchronous). If the class cannot be rescheduled, the Faculty member or Adjunct Faculty member shall use appropriate leave or receive reduced contract compensation.

Effective: July 1, 2007

Revised: December 1, 2019

Revised and Renumbered: March 9, 2021