

**POLICY: 4.4-I INCLEMENT WEATHER/HAZARDOUS ROAD CONDITIONS**

**GENERAL**

All employees are expected to be at work at their regularly scheduled time. Realizing this is not always possible; the following may be applied when inclement weather causes hazardous road conditions or an OEM designated emergency condition that impacts employee safety and security:

1. Reporting times for personnel will be at the discretion of the Appointing Authority.
2. Employees may be allowed to utilize vacation time when unable to get to work or reporting in late. Employees not having accumulated vacation time may be charged with Leave Without Pay.
3. Employees calling in to utilize vacation will be charged vacation for their full shift even when employees are released early due to road conditions.
4. Employees calling in sick, who are not on sick leave the day before, may be requested by their supervisor to furnish a doctor's statement verifying the illness.

**APPROVED:** 01/24/1978  
**LAST REVISION:** 11/11/2014  
**EFFECTIVE:** 09/01/1994