



Policy and Procedures Manual

Application: All Personnel

Section A2.13 Inclement Weather

A 2.13 INCLEMENT WEATHER

Because of the unpredictable nature of Oklahoma weather, combined with the large number of commuter students at East Central University, on occasion administrative offices will be closed and classes will have to be canceled or delayed. When classes are canceled or a late starting time is announced, all local media are called by the designated University official as soon as possible. The closing or late opening of administrative offices will be announced separately from the class changes.

If the President of the University deems it necessary to close or delay the opening of University offices due to inclement weather conditions, all REGULAR FULL-TIME employees will be given University-paid leave time for such absence. If an employee is required to work during this time, appropriate compensatory time will be given. This leave will not be deducted from any of the accumulated leave balances of the employee. PART-TIME HOURLY AND FULL-TIME/TEMPORARY employees, including students, WILL NOT be paid for this time off. The department supervisor has the authority to allow hourly employees additional work hours over the weekend or during a following workweek to compensate for hours lost due to the time that the University was closed.