

Austin Peay State University **Employee Attendance during Inclement Weather/Natural Disasters**

POLICIES

Issued: February 2, 2017

Responsible Official: Vice President for Finance and Administration

Responsible Office: Human Resource

Policy Statement

It is the policy of Austin Peay State University to remain open during periods of inclement weather; however, occasionally the university must close due to unsafe conditions.

Purpose

The following policy provides direction regarding notifications and attendance on days when the university must close due to unsafe conditions.

Contents

Procedures

Links

-APSU Policy 5:030

Procedures

Austin Peay State University will remain open during periods of inclement weather. The President (or appointed representative) may officially close or suspend selected activities of the University because of extreme weather conditions. When a decision to close is reached, the notice will be posted via text alert, email, the University's main web page, and local radio and TV stations. This policy applies to the Clarksville campus as well as the Fort Campbell and Springfield locations.

If the University is officially closed, certain essential activities such as campus dining, facilities management and public safety will continue to operate. When the University is officially closed,

APSU 5:030 will apply for staff exempt and staff nonexempt employees.

In the event of inclement weather when the University remains open, all faculty, administrators and staff will be expected to make every reasonable effort to maintain their regular work schedules, but are advised to avoid undue risks in traveling. Employees who anticipate arriving late or not arriving at work at all should notify their immediate supervisors. Employees have the option of charging their time off to annual leave or leave without pay, or with approval they may make up their lost work hours.

In the event of a delayed opening, the President (or appointed representative) will determine a specific time of opening and that information will be distributed to the campus community through text message, email, the website, and local media. All staff are expected to report to their specific work location by the set opening time.

Links

APSU Policy 5:030

<http://www.apsu.edu/policy/holidays-5030>

Revision Dates

APSU Policy 5:004 – Rev.: February 2, 2017

APSU Policy 5:004 – Rev.: April 15, 2010

APSU Policy 5:004 – Issued: June 16, 2008

Subject Areas:

| Academic | Finance | General | Human Resources | Information Technology | Student Affairs |
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Approved

President: signature on file
