

613 INCLEMENT WEATHER PROCEDURES

Goucher College is primarily a residential college and a majority of its undergraduate students live on campus; therefore, it is the intention of the College to remain open during inclement weather conditions. The official sources for inclement weather information are the main page of the Goucher website (www.goucher.edu), and the [e2campus notification system](#) (via text and email). In the event that weather conditions create circumstances in which employees may be unable to travel to work, the College will announce that one of the following policies is in effect:

- A. **LIBERAL LEAVE POLICY:** Employees in non-essential positions may elect to use liberal leave should travel conditions be too hazardous to report to work. Employees must notify their supervisors if they intend to take liberal leave. When in doubt, the employee should place safety first.

1. Forms of Liberal Leave:

- i. Using Available Paid Time Off: Employees may elect to use available vacation time to account for the time missed.
- ii. Flexing Schedules: Employees may choose to make up the missed time on a different day. The hours must generally be made up within the same pay period in which the liberal leave was used.
- iii. Using Unpaid Leave: Should the employee not have any available vacation time and not be able to flex his or her schedule, the employee may take leave without pay. Employees choosing this option should communicate this to the college's Director of Payroll on their next day back to work.

- B. **COLLEGE CLOSED:** In certain limited circumstances, the College may close.

If the College is closed, full-time employees and regular part-time employees who are scheduled to work on day(s) Goucher College is closed due to inclement weather are paid for the time they are normally scheduled to work. Full-time employees who scheduled a vacation day on a day Goucher College is closed for inclement weather will not be charged for a vacation day.

In the case of liberal leave or college closure, essential employees are expected to report for work and should make appropriate arrangements when inclement weather is forecast.

Essential employees are defined as those who work in the following departments: Facilities Management Services (FMS), Public Safety, and Food Service (Bon Appetit)