



INCLEMENT WEATHER DAYS GUIDELINES

Authorizer: Office of the President

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PURPOSE:

Should Conestoga be forced to cancel activities at one or all locations due to inclement weather, the following guidelines will apply. These guidelines may also be used in conjunction with the Emergency Response Plan as required in other emergency situations.

SCOPE:

These guidelines apply to Full Time and Appendix D employees.

GENERAL PRINCIPLES:

- 1) The safety of our college community is a top priority and will be forefront in the decision-making process whether to close. Conestoga services a large area, and it is recognized that conditions can vary widely within the region. With this in mind, it is up to the individual to use their best judgement with respect to travelling during extreme weather, based on their own circumstances.
- 2) When a location is closed as the result of inclement weather, all in-person activity will be cancelled at that site.

GUIDELINES:

- 1) If a campus is closed due to inclement weather, full-time employees, whether working on campus or remote, will be recorded as absent due to weather conditions and will receive pay for the time. Pre-booked vacation or lieu time will remain as such.
- 2) If campuses remain open, but individual employees decide that road conditions are not ideal for travel, these employees should contact their supervisors to discuss the possibility of remote work or make arrangements to use vacation or lieu time.
- 3) If campuses are closed to in-person activities, previously scheduled/timetabled online classes may continue at the discretion of the online instructor.

REVISION LOG:

Academic Coordinating Committee

May 25, 2022