

METROPOLITAN STATE COLLEGE OF DENVER **CLOSURE POLICY**

Metropolitan State College of Denver is exempt from the State inclement weather policy established by the Governor. The College will, instead, adhere to emergency closure procedures established by the Auraria Executives Council (AEC).

Under extreme weather conditions or general emergency, only the President, or Designee, may elect to close the College.

Employees may be authorized to leave work early or directed not to report to work. When a decision to close the College is made, active employees will be granted administrative leave and paid their normal salary for the period of closure. Authorization to leave work on administrative leave is granted on a College-wide basis only and is not granted individually.

Employees normally scheduled to work who are dismissed from work for severe weather should indicate "Administrative Leave" on their time sheets for work hours covered by the official closure. Employees on pre-approved vacation, sick leave, or compensatory time-off on a day when the College is closed under this policy may not substitute Administrative Leave and are not covered by the closure.

Employees who, with their supervisor's permission, leave work early or do not report to work due to severe weather, will be charged personal leave for all normal working hours missed and not covered by a period of official College closure. Employees leaving without direct authorization from the President, or Designee, will be subject to disciplinary action.

College employees in positions vital to the preservation of health, safety, security and critical operations may be required to work during a College closure. Every department that is required to function during a severe weather closure will designate the positions essential to critical operations. Employees in a designated essential position who work during a College closure will be granted compensatory time off for the actual hours worked during the closure period.

Please refer to the AHEC website for policies regarding closure for the entire AHEC Campus at www.ahec.edu/hr/POLICY13.htm

Employees are responsible for monitoring local media for announcements of temporary closure of the College.

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