

## **POLICY**

At times, emergencies such as severe weather, fires, power failures, and other extreme events can disrupt or cancel Canisius College operations. In extreme cases, these circumstances may require the closing of all, or part, of the college's operations and the cancellation of classes. Such determinations will be made and announced in accordance with the procedures and policy guidelines set forth in this policy.

Depending on the nature of the events, some college positions may be considered to be essential. Employees in such positions may be required to report to work during an official college shutdown. At the time of hire and beginning each fall semester thereafter, employees in essential services positions will be so notified by the employee's supervisor. See the Procedures/Guidelines section of this policy for additional information.

## **DEFINITIONS**

*Essential Operating Personnel*—include public safety administrators, officers and staff, facilities management administrators and staff, Library administrators and staff, and certain other administrators and staff determined by the senior leadership team.

## **PROCEDURES/GUIDELINES**

The president, in consultation with the vice president for academic affairs, the vice president for student affairs, and the vice president for business and finance, will make decisions regarding class cancellations and/or campus closings. Class cancellations and campus closings will be announced via local media outlets, as well as the Canisius Alert System and the Canisius College website.

### **Weather or Emergency Conditions Exist in Surrounding Area, But the College Remains Open and Classes are in Session**

On such days that hazardous conditions exist in surrounding areas, but do not affect the college, the college will remain open and classes will be in session. Students who are absent on such days will be responsible for making up any work missed. Employees who do not report must notify their supervisors. Full-time employees who do not report may charge such absence to earned vacation, personal leave or family leave time; part-time employees may charge earned vacation or earned Part-time Paid Days ("PTD").

### **Classes are Cancelled**

On days where it becomes clear that the college is likely to have a large number of class cancellations, the college may elect to cancel classes but otherwise leave the college open for business. If the college's media announcements say "Classes Cancelled", the college offices will remain open and all administrators and staff are expected to report to work. Employees who do not report must notify their supervisors. All full-time employees who do not report may charge such absence to earned vacation, personal leave, or family leave time; part-time employees may charge to earned vacation or earned Part-time Paid Days (PTD).

### **College is Closed**

If the college's media announcements say that the "College is Closed" only essential operating personnel are to report.

All full-time personnel who do not work will be charged an absence to earned vacation, personal leave, or family leave time; part-time employees may be charged earned vacation or earned Part-time Paid Days (PTD).

### **Early Dismissal Due to Weather**

When employees are officially dismissed prior to the end of their normal shift due to weather conditions, they will be paid their regular wages for the day. Employees leaving before the officially designated time of dismissal will not be paid beyond time of departure.

**Vacation Leave**

When administrators and staff are on scheduled vacation leave and the college closes due to weather and/or emergency conditions, vacation leave is recorded as scheduled. Administrators and staff do not receive additional time off.