**Snow Days Policy**

Because of the unique nature of responsibilities at a residential institution, it is very
difficult to "close" for inclement weather. Many employees need to be at work to provide
essential services for students. During times of inclement weather when classes are
canceled, normal expectations of employee attendance will be liberalized. This means
that employees should use their judgment with respect to whether or not to come to or
remain at work. The policy with respect to compensation will be the same as for
personal absences from work (i.e., persons will be expected to either make up the time,
report it as vacation/personal days, or take it as unpaid leave). This policy applies to office, physical plant and administrative employees.