

Inclement Weather / Emergency Closing Policy**Policy #408**

Effective Date: 2-1-2009

Revision Date: NA

Policy:

During periods of inclement weather or other emergency situations, in general because UCP is made up of multiple practices, we will not make announcements that UC Physicians is closing and individual practices should not close due to inclement weather.

Procedure:

Employees not reporting as scheduled must charge their absences to their PTO bank or take leave without pay; in that order. Employees absent from work on previously scheduled PTO time must still charge the time to their PTO bank. Employees asking to leave early due to weather conditions must have manager's approval or, in the manager's absence, the approval of the next level manager in progression and must use PTO. Disciplinary occurrence rules may be waived, depending upon the situation, at the discretion of the employee's manager.

In all circumstances, the employee is expected to notify his or her manager as directed in the Attendance section of the Employee Handbook.

On File

Policy Approved by_____
Date