

## Union Presbyterian Seminary Inclement Weather Policy for the Charlotte Campus

Since our offices and classrooms are geographically located on the campus of Queens University and are dependent upon the University for utilities, any decision to close UPSem at Charlotte will hinge on what Queens decides is prudent. When bad weather comes, we will follow their lead and close the school on days when Queens is closed.

An announcement will be made on television stations WCNC-TV and WBTV and on radio stations WBT-AM 1110, WBT-FM 99.3, Link 107.9, Lite 102.9 WLYT-FM, Kat Country 96.9 WKKT-FM, The Fox 99.7 WRFX-FM, Magic 96.1 WMMG-FM, and The End 106.5 WEND-FM. Information will also be available from 6 a.m. each day at 704-337-2450 and when possible, via UPSem e-mail, and at [www.wcnc.com](http://www.wcnc.com) and [www.wbtv.com](http://www.wbtv.com) . If a student is unable to obtain inclement weather information via the above-mentioned outlets, students may call Dean Currie at 704-365-7897 or 704-293-0881 or Terry Johns at 704-893-0221.

We will make every attempt to have school open on the second day of a storm.

If the weather becomes inclement during the workday, causing the administrative offices to be closed early, all employees who reported to work will be paid for the entire day.

All employees who work on an official "snow day" will be credited with an extra day of vacation or a portion thereof consistent with time worked.

On any subsequent days of hazardous conditions when employees cannot travel safely, time missed can be made up on the employee's schedule, or counted as vacation or personal leave by mutual agreement of the employee and supervisor.

*Revised January 20, 2005*