

Section: LEAVE
Subject: Early Dismissal/School Closing
Number: HR 3775

I. Institutional Regulations

Determination of early dismissal or school closing for daytime or evening classes due to reasons such as inclement weather or mechanical equipment failure shall be the responsibility of the President or designee.

II. Procedures

- A. The College shall periodically publish a list of radio and television stations used to announce College closings. Announcement of a full day school closing shall generally begin no later than 6:00 a.m. over selected radio and television stations. Employees may request to receive DMACC Emergency information including campus closings via DMACC Alert on their cell phone, land line phone, or email. Employees who have phone-mail may also access their phone-mail from home and hear a broadcast message if the campus has been closed.
- B. Announcement of early dismissal or partial day school closing shall be made by the President or designee over the College phone-mail system and other media, as appropriate.
- C. Regular Employees
1. Regular employees shall not be required to use leave or have their pay reduced due to a school closing or early dismissal. Some employees may, however, be required to make up the time missed.
 - a. Employees who are not scheduled to work during some or all of the early dismissal or closing hours may not take other time off equivalent to the dismissal/closing hours.
 - b. Support Staff, Confidential Clerical, IES Administrative Support and Trail Point Support who had been approved for paid leave for a date on which there is an early dismissal/closure will be permitted to adjust their leaves accordingly on an hour for hour basis, based on the time of the early dismissal/closure.
 - c. Administrative/Professional, IES Administrative/Professional, and Faculty who had been approved for paid leave for a date on which there is an early dismissal/closure are required to use leave in whole or half day increments so the following leave adjustment guidelines shall apply:
 - i. If the College closes at a time when one-half or less of a leave period (one-half or whole day) remains in the employee's work day, no leave adjustment shall be applied to the employee on leave.
 - ii. If the College closes at a time when more than one-half of a leave period (one-half or whole day) remains in the employee's work day, a leave adjustment shall be applied to the employees on leave. The leave adjustment shall be for either one-half or whole day, depending on the time of the closure and the amount of leave originally requested.
 2. Regular employees who are absent from work due to inclement weather when the College is open may charge the absence to Personal Business, Vacation, or Leave Without Pay as appropriate, or, with supervisor approval, adjust their work schedule within the same work week to make up the time missed.

D. Temporary, Student and Adjunct Employees

1. Credit Adjunct instructors shall not have their pay reduced due to a school closing or early dismissal.
2. All other Adjunct employees, along with Temporary and Student employees, shall be paid only for actual hours worked. When they do not work due to an early dismissal or closing, they shall not be paid.

APPROVED:



Executive Director, Human Resources

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