

### **D.5.5.1 (Procedure) Inclement Weather and Other Emergency Closings**

Responsible Department: Human Resources

Based on Board Policy: [D.5.5](#) - Inclement Weather and Other Emergency Closings

Approved: 4-28-09

Last Amended: 1-13-10

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In case of inclement weather or other emergency closing of the College District or any of its colleges or locations, employees in non-essential positions who are absent from work assignments shall receive regular pay, if the following conditions are met:

1. The employee reports for work and is later sent home during the work day because of inclement weather or other emergency closing; or
2. The employee does not report to work because the College District announces an inclement weather or other emergency closing prior to the beginning of the work day, and the employee has not submitted a prior leave request for that day.

Employees who have submitted leave requests prior to inclement weather and other emergency closings will be charged for leave scheduled for those days.

Employees may receive notice of inclement weather and other emergency closings, and any additional information related to the closings, by visiting the College District website at <http://www.alamo.edu>, calling the College District Weather Line at 485-0189, or by means of announcements on local television and radio stations.