



## *Article IV. Leave-Time Accounting*

In the event of a College-designated campus closure, late opening, or early release, all faculty and staff who were scheduled to work during that time will be paid their full, regular salaries or wages. Employees who previously scheduled a vacation or any other paid leave day for a day when operations are delayed or suspended will still be charged for that leave day as previously approved.

When Skidmore has not officially closed or delayed its operations, employees who are unable to come to (or remain at) work because of severe weather or other emergency condition have the following options:

- Supervisors may allow late arrival or early release, not to exceed two hours of paid time for non-union staff.
- Employees may request time off charged to accrued, unused paid leave - that is, absence leave for union/non-exempt staff; or personal hours, vacation, or floating holiday for other staff.
- If an exempt employee chooses not work on a day that the College is open, or chooses to arrive later than or depart earlier than the change in schedule made by the College, the employee will be required to use available paid time off to cover the period of absence. If the exempt employee has no paid time off available, he/she will not be paid for any full days on which he/she chooses not to report to work.
- From December 1 through March 31 of each academic year, Employees may also use one paid inclement-weather floating day - in full-day increments only - when the College is open but they are unable to get to work because of inclement weather.
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