

**POLICY ON OFFICIAL CLOSING, DELAYED START TIME OR CANCELED CLASSES**  
**For**  
**College of Saint Benedict/Saint John's University (CSB/SJU)\***

**Policy**

**Notice of an official closing** of CSB/SJU and the Academic and Administrative Departments on both campuses due to severe weather conditions or other emergency events will be issued by the Provost.

**Notice of a delayed start** in class times is at the discretion of the Provost. A delayed start time is effective for both academic and non-academic departments.

**Notice of classes canceled, without official closing (CSB/SJU employees would report to work.)**

This decision is also at the discretion of the Provost. The announcement of class cancellation without an official closing may or may not include a delayed start time for employees.

Recognizing the services that must continue for our residential students and Benedictine communities during a period of official closing or a delayed start, (i.e. life safety/security, dining, custodial, physical/power plant) each department manager must designate the number of staff and specific positions required to provide services in the event of a closing or delayed start time. The list of essential services and employees required to report is to be provided annually, by November 1<sup>st</sup>, to the Provost's Office and Human Resources Department.

**Compensation Provisions**

There will be no loss in compensation for time missed from work due to an official notice of closing or a delayed start time. Employees on approved medical leave or vacation during an official closing or delayed start will be required to use sick leave or vacation leave for the pre-approved absence.

If employees choose not to report to work following notice of a delayed start time due to their own discretion regarding travel conditions from their home, the employees are required to notify their supervisor of their status and report vacation or unpaid leave for time missed from the delayed start time to the end of their assigned shift. If vacation leave is not available, employees may report sick leave. An additional option, at the discretion of the supervisor, may include allowing employees to make-up lost time.

If employees choose to leave early due to inclement weather when there has been no announcement of an official closing, the employees are required to notify their supervisor of their need to leave and report vacation or unpaid leave for the work time missed.

Employees required to report during a closing or delayed start period to provide essential services will be compensated at time and one half. See appendix \_\_\_\_ for specific procedure.

*\*Representing the coordinate colleges (CSB, SJU Arts & Sciences, and School of Theology)*