

Inclement Weather

1. When Converse University is closed due to inclement weather, the primary communication methods include campus email, the www.converse.edu homepage, the Campus Alert Safety Notification System (sign up at www.converse.edu/alerts), and local TV stations WSPA Channel 7, WYFF Channel 4, and FOX Carolina Channel 21. A recording with information will also be available on the Converse Weather Line at 864-583-4448.
2. If the University is officially closed during severe weather or other emergencies, members of the administrative staff and support staff will not be expected to travel to the campus. Employees scheduled to work during the closure are not required to use accrued leave time for their absence. Hourly employees should request leave for inclement weather, for the daily average of hours worked per week, rounded to the nearest quarter. If it is necessary for the University to be closed for more than two business days during a fiscal year, a designated time to make up missed work may be specified by the appropriate Dean/Vice President. Employees who do not work this designated time must use vacation or personal leave for their absences.
3. In the event that the University is not closed, but an employee is unable to come to work, the employee should notify his/her immediate supervisor. Personal leave time (or vacation leave, in the event that the employee does not have any accrued personal leave) may be used for time off.
4. Employees considered critical to the operation of the University are expected to report to work in severe weather. Campus Safety Officers are classified as critical to the operation of the University. If other position classifications are designated as critical, employees will be informed by their supervisor.