

INCLEMENT WEATHER

If an emergency closing or delay in opening Schreiner University is necessary, all lost work will be a paid absence for all full and 3/4 time employees, to be pro-rated accordingly. If an employee has scheduled benefit leave during the closing(s), and is not called in to work by the University, then the employee's benefit leave will be used.

Employees should phone **the main switchboard number at 896-5411**, where recorded messages will notify employees and students of any official University closing or delay due to inclement weather. Unless a closing or delay is announced, employees and students will be expected to report for work and class at the usual time.

The decision to dismiss employees before the end of a workday due to hazardous weather conditions will be relayed verbally or by e-mail by a Vice President of the University. This lost time for employees will also be considered a paid absence for all full and 3/4 time employees who did not have scheduled benefit leave.

Local radio stations - The Ranch 95.1 (announces closings beginning at 6 a.m.) and KRVL 93.1 (announces closings at 7 a.m.) and the major San Antonio radio and television stations will also be notified of all closings. Employees should not rely on what the radio station announces, but should telephone the University's main line to find out the status.