



## **Inclement Weather Policy Staff Guidelines and Procedures**

### **PURPOSE**

In alignment with Vanderbilt University's [inclement weather protocols](#), this policy outlines the expectations and procedures specific to the Vanderbilt Divinity School when weather conditions may impact on-campus operations.

### **SCOPE**

This policy applies to all staff (non-exempt and exempt) in the Vanderbilt Divinity School.

### **POLICY**

#### **University Closure**

Vanderbilt University is a residential campus and will remain open except in the most severe weather conditions. In situations where weather conditions are extreme, the chancellor (or appointed representative) may close the campus. Campus operation decisions are based on conditions on campus and along major transportation routes. The campus community is also expected to monitor local conditions to evaluate travel risks.

If the university is officially closed due to inclement weather – as declared by the Chancellor – all faculty, staff, and students will be notified via email, text message, and/or other official university communication channels. During such closures, employees are not expected to report to campus. Chancellor-declared university-wide closures are recorded as **Administrative Days**.

- Staff who are required to work on an Administrative Day will be granted an alternate day off, to be scheduled in coordination with their manager.
- Staff who choose to work on an Administrative Day, but are not required to do so, are doing so voluntarily and will not receive an alternate day off.

#### **School-Specific Remote Work Authorization**

In the event that a Chancellor declared University-wide closure is not called, the Dean may determine that it is appropriate for all staff within the Vanderbilt Divinity School to work remotely due to weather-related concerns. In such cases:

- A formal communication will be issued by the Dean in advance, notifying all employees of the remote work authorization.
- Employees are expected to monitor their email and remain accessible throughout the remote work period. If an employee is unable to work remote, they must notify their manager and take Paid Time Off (PTO).

#### **Employee-Initiated Weather-Related Absences**

Managers retain the discretion to approve their team members to work remotely in the event of inclement weather, even if a school-wide remote workday is not declared, if there are extenuating circumstances and as long as work can be performed remotely.



# VANDERBILT Divinity School

*Office of the Dean*

If an employee determines that weather conditions make it unsafe to commute to campus:

- The employee must notify their manager as soon as possible and prior to the start of their scheduled workday.
- Employees should coordinate directly with their manager to confirm if remote work is feasible for the day, as well as remote work expectations and ensure business continuity.
- If remote work is not possible, the employee may use Paid Time Off (PTO).
- Staff who need to leave work early due to the weather must coordinate with their manager prior to departing.

## **Use of PTO for Inclement Weather**

To balance operational needs with employee safety, staff may use up to **3 PTO days per calendar year** for inclement weather when remote work is not an option. Requests beyond this limit will be reviewed on a case-by-case basis by the employee's manager and CBO.

Exceptions to this policy must be approved by the VDS Dean or designee.

*This policy can be discontinued at any time at the discretion of the Dean and/or University leadership.*

*The Vanderbilt Divinity School adheres to Vanderbilt's established employment policies including the Inclement Weather Policy. In cases where School guidelines differ from University policy, it is expected that the more restrictive policy takes precedence.*