

**600.4 Inclement Weather Absences**

In cases of inclement weather, Facilities Management employees are encouraged to tune in a local weather station or contact the university status information number (970-491-7669) whenever weather conditions indicate the possibility of closure. Employees may also view the Public Safety website for updates <http://safety.colostate.edu/>.

Employees who are absent due to extreme weather conditions when the university remains open must take annual leave or leave without pay, if no annual leave is available, for work time missed. Minor periods of tardiness shall be excused. However, lengthy periods should either be made up in the same workweek or charged to annual leave or leave without pay as appropriate.