

February, 2011

**Department of Cancer Biology  
Policy on Inclement Weather**

The VUMC policy for Inclement Weather states the following pertaining to non-exempt staff who fail to report to work.

*Non-exempt staff members who do not report to work for their scheduled shift (per the applicable department sub-plan) during an Policy Manual Policy Number OP 30-10 inclement weather event regardless of the reason or prior notice (excluding absence for a qualified leave of absence) will be considered absent as set forth in the Vanderbilt Attendance and Punctuality Policy. Non-exempt staff members who are unable to report to work as scheduled are responsible for notifying the department of the absence in accordance with departmental call-in procedures. Non-exempt staff who do not report to work due to an inclement weather event are placed into a no pay status. Note: This is an exception to the requirement that staff utilize all appropriate accruals before going into an unpaid status.*

Department of Cancer Biology sub-plan for non-exempt staff:

In the event of inclement weather as defined by a Weather Advisory from the National Weather Service, non-exempt staff members who report to work but are unable to work for their usual time due to weather conditions may use their accrued vacation or personal time to be paid for up to 8 hours of work that day.

Department of Cancer Biology sub-plan for exempt staff.

In the event of inclement weather as defined by a Weather Advisory from the National Weather Service, exempt staff members may use their discretion on performing their job responsibilities from locations other than the Vanderbilt campus. It is understood that timely completion of job responsibilities is a priority, and that flexibility in the specific means of accomplishing job responsibilities is a benefit of exempt status.