

EMERGENCY WEATHER PAYROLL PROCEDURES

All Building Service are designated as emergency staff and must report to work

- Sick leave will be granted if the employee contacts their supervisor and, **if requested**, provides a doctor's certificate or other form of documentation. Employees may use **sick leave for a scheduled appointment**, annual or personal leave on an emergency day if the leave was approved prior to the emergency. **Otherwise, employees who do not call, provide a requested doctor's certificate, other form of documentation, or have leave approved prior to the emergency will be reported as NPR -- No Pay Reported.**