

## **OB-GYN GUIDELINES FOR INCLEMENT WEATHER**

For UNM staff not directly involved in the delivery of patient care, the Department of OB-GYN follows the Inclement Weather delays/closures as announced by the University. Please keep the following in mind:

- If it is announced as a “two hour delay”: Each employee is entitled to take up to two hours to safely make it in to work. That means if you normally report to work at 7:30am, you are expected to arrive by 9:30am or if you normally report at 8:30am, you are expected to arrive by 10:30am.
- If it is announced as “Opens at 10am”: Employees are expected to report for work at 10am regardless of normally scheduled start times.
- Employees who need extra time beyond what the University has designated or who need to leave early due to conditions will be required to use annual leave, make up the time as approved by their supervisor, or take leave without pay.
- Employees who take sick or annual leave for the day are not eligible for the 2 hours of professional leave and will be charged the full 8 hours from their respective leave bank.