

University of Tennessee Graduate School of Medicine, Knoxville
Administrative Closing for Inclement Weather

All Graduate School of Medicine employees, except those designated as essential personnel (which includes all employees responsible for patient care), should follow UT Policy 320 - Emergency Closings - for inclement weather or other emergency situations (see below). Graduate School of Medicine employees will be informed of the campus' status by 1) a telephone "hotline" with up-to-the-minute information (865-305-6030) and 2) GSM email notification. As the "hotline" can provide the most up-to-date information, it will be the official source for any inclement weather announcements.

GSM clinical areas will close only if adequate arrangements can be made to reschedule patient appointments or to care for patients in the clinics. Hospital patient care responsibilities remain in effect and thereby are not subject to administrative closing days for inclement weather.

Students whose presence is required in clinical or other related programs are expected to meet established schedules. Students will be responsible for any academic work, which they miss due to absences caused by severe weather conditions. It is the individual student's responsibility to take the initiative to make up any missed class work, and it is the instructor's responsibility to provide a reasonable opportunity for students to complete assignments or examinations missed due to such absences.

In the event of inclement weather when the UT GSM campus remains open, all faculty, administrators, and staff will be expected to make every reasonable effort to maintain their regular work schedules, but are advised to avoid undue risks in traveling. Employees who anticipate arriving late or not arriving at work at all shall notify their immediate supervisors.

Emergency Closings - UT Policy 320

At times it may be necessary for the chief administrator of a campus or unit to declare specific hours as administrative closing as the result of inclement weather or other emergency situations. In such cases, regular employees on the active payroll who are scheduled to work during the declared times of closing will be granted time off from work with pay. Employees who are not scheduled to work will not be paid for the emergency closing. In addition, employees who are on annual, sick, or any other leave with pay during the declared times of closing will receive administrative closing hours in lieu of charging the time to leave.

Payment for the emergency administrative closing should be made in accordance with the payment provisions specified in UT Policy 350 Holidays (Items 3 and 4).

If emergency administrative closing has not been declared and an employee is prevented from reporting to work for his/her normally scheduled working hours, annual leave or leave without pay will be charged; or, the employee may be allowed with supervisory approval to make up the time lost within the same work week.