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Category:	Weather
Revised:	5.18.2010
Approved by COO:	9.15.2010

Subject: Inclement Weather

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Purpose: To ensure that all UPI employees knows what the UPI policy is for inclement weather.

Policy: Due to inclement weather, employees are occasionally detained and report late to work. If you are unable to arrive on time for your regular shift due to inclement weather conditions, please make an effort to call in to inform your Supervisor or Manager of your late arrival. Unless there are extreme difficulties in getting to work, you will be expected to be present.

Procedures: If UPI business operations are closed for the day or experiencing a delayed opening due to weather, road conditions or other emergencies, information is now available on UPI's emergency notification phone line at **866.582.1250**.

Currently, UPI's protocol for emergency closings is if the University of Denver Anschutz campus is closed, then UPI business operations will be closed as well. Generally, updates to the emergency phone number will be available by 5:30 am.

UPI will also post emergency closing information on the UPI website at <http://www.upicolo.org/about-us/employee-announcements>.

Please do not rely on information posted on television stations, communicated by radio, posted on news websites or other media as we cannot monitor this information for accuracy.

When UPI business operations are closed due to weather or any emergency situation, most UPI employees do not need to report to work. However, it is important to know the specific instructions related to your job for weather or emergency related closings.

Renewal/Review: This policy is to be updated when the UPI Handbook information is updated.

Governance: Human Resources is responsible for adoption and/or implementation of this policy.