

VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

GENERAL ORDER)
NUMBER 62)

27 July 2023

Emergency Closings Policy

1. Purpose

This policy provides guidance on the closing, delayed opening or early closing of VMI office(s)-tsincl6000ment(s)-0wce)6a000(thri)-492 (or)6(o(thri)-492 6000mere)5gdec

website. Delayed opening or closing announcements are typically released no later than 6:00 a.m. Communications and Marketing will post these notices on the website. Director of Emergency Management will post the announcement to the VMI Mass Notification System and RAVE Alert Notification System.

5. Designated Employees

Regardless of delayed opening or closing announcements, employees in designated positions may be specified by the immediate supervisor or department head unless otherwise advised by their supervisors. Designated employees who are unable to report to work must charge the absence to accrued leave balances. Supervisors may take appropriate disciplinary action against any employee in a designated position who does not report to work.

6. Employee Safety and Late Arrivals or Early Departures

Employees are the best judges of their personal safety. Regardless of whether VMI offices will have a delayed opening, employees should use caution and good judgment to determine their ability to commute to work. Employees in designated positions must understand that the nature of their jobs requires them to report to work. The department head of any classified employee not in a designated position may excuse a late arrival due to inclement weather of up to one hour without requiring the employee to charge the time lost to accrued leave balances. Any employee not in a designated position who does not report to work must charge the absence to accrued leave balances. Department heads must receive approval of the appropriate