

University of South Carolina School of Medicine

Hazardous Weather and Emergency Leave

Operational Procedures

March 1, 2012

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Because University Specialty Clinics provide direct patient care, it is the intent to remain open on days deemed as Inclement Weather Days by the Governor of South Carolina for essential personnel.

I. Essential and Non-essential Personnel

- A. Essential personnel will be designated prior to the Declaration of Emergency and such designation will be communicated in writing to affected employees.
- B. Essential personnel will be required to report to work during Inclement Weather Days when the clinics remain open.
- C. Non-essential personnel should not report to work during Inclement Weather Days unless called to come in due to a shortage of staff. The non-essential personnel may consider factors such as driving conditions and child care in responding to the call.

II. Exceptions to Remaining Open

- A. The Chairs of the Clinical Departments, with approval from the Dean, would have the authority to make the decision to close selected clinics or portions of the clinic.
- B. In making the determination, factors to consider would include severity of weather condition in the Columbia area, impact to patients, the type of practice, and financial hardship to practice.
- C. Essential personnel will be notified through a predetermined process should the clinic be closed.

III. Compensation During the Declaration of Emergency

- A. When essential personnel report to work, employees will be paid both the leave if it is approved by the Governor and hours they work on inclement weather days. If leave is not approved by the Governor, essential personnel who report to work will be paid for the hours they work on the inclement weather day.
- B. Personnel who do not report to work during the state of emergency for hazardous weather will be either paid for up to five days if authorized by the Governor, or if not authorized by the Governor, the employee would be able to elect one of the following options:
 - a) use their available annual leave; or
 - b) take leave without pay (LWOP); or
 - c) allowed to make time up, based upon the needs of the clinical department

IV. Affected Clinical Departments *Operations*

- Obstetrics and Gynecology 18110
- Neuropsychiatry & Behavioral Sciences 18120
- Family & Preventive Medicine 18130
- Pediatrics 18140
- Ophthalmology 18150
- Orthopaedic Surgery 18160
- Internal Medicine 18190
- Pulmonary
Surgery 18200
- Primary Care 18220
- Neurosurgery 18230
- Neurology 18450

Approved:



Signature

Associate Dean

Title

3/1/2012

Date