Policy Statement:

The institution needs to maintain essential and operational services during inclement weather and other severe conditions. All residents and fellows are designated as essential employees for purposes of inclement weather. Program Directors are responsible for ensuring that residents and fellows continue to provide essential and operational services during inclement weather or severe conditions. However, when severe weather conditions interfere with the ability to travel between home and the work site, the following guidelines will apply.

Reason for Policy

To provide essential and operational services during inclement weather and other severe conditions and to provide guidelines for resident attendance and compensation in the event of such conditions.

Entities Affected By This Policy

- UMMS residents and fellows in both ACGME Accredited and Non-Accredited Programs
- Residency and Fellowship Program Directors and Coordinators
- All UMMS Clinical Faculty involved in resident and fellow education

Scope

This policy applies to all UMMS Residents and Fellows regardless of where they are.
assigned to work in the event of inclement weather and other severe conditions

**Responsibilities**

Residency Program Directors are responsible for ensuring compliance

**Procedures**

1. Residents/Fellows who are working during severe weather conditions are expected to work through the end of their assigned work shift unless they are excused earlier.

2. Residents/Fellows who are requested or allowed to stay at home or are excused before the end of their shift may use vacation time or personal time to cover the time not worked. Residents and Fellows who are not requested or allowed to stay home must contact their site supervisor and Program Director or designee if they are unable to report to work on time. They may be permitted to use vacation or personal time to cover time not worked.

3. A resident or fellow who reports to work late, leaves early or is unable to report to work because of inclement weather/severe conditions will receive compensation only for those hours worked unless the Program Director approves the use of personal or vacation time off. If no accrued time off-hours exist, the time will be considered an authorized unpaid absence.

4. Any unexcused absence due to inclement weather/severe conditions will be considered an unpaid absence.

5. In circumstances when weather conditions severely impede safe travel, transportation assistance may be available. Requests for assistance should be directed to the Emergency Management Command Center.

6. Occasionally, there are announcements made by or attributed to the Governor or other government offices, which advise State employees not to report to work and/or excuse employees from work. These announcements do not apply to UMMS residents and fellows unless informed otherwise by their Program Director.

7. On occasion, classes at the Worcester campus of the University may be delayed or canceled due to inclement weather/severe conditions. This announcement only affects students.

**Definitions**

*Essential Employees* are those employees who are required to be at work in order to maintain critical operational functions during inclement weather or other severe conditions.
**Non-Essential Employees** are those employees whose services are **not** required to maintain critical operations during inclement weather or other severe conditions.

---

**Approvals**

________________________
Deborah DeMarco, M.D.
Associate Dean for Graduate Medical Education

2/17/2005
Date

________________________
Phillip Kerr
Assoc Vice Chancellor for Human Resources

2/17/2005
Date