



THE UNIVERSITY OF GEORGIA

COOPERATIVE EXTENSION

Colleges of Agricultural and Environmental Sciences & Family and Consumer Sciences

OFFICE CLOSING POLICY

It is the responsibility of the County Extension Coordinator to determine whether the county office will be open **OR** closed because of inclement weather. The office **EITHER** will be open **OR** closed because of inclement weather.

If the County Extension Coordinator decides that because of weather conditions the office should be closed, all employees will report the time, designated by the County Extension Coordinator, as miscellaneous leave.

If the County Extension Coordinator does not close the office, those employees not reporting for work will be on annual leave.

It is the responsibility of the County Extension Coordinator to make the decision and notify employees concerned.

It is also the responsibility of the County Extension Coordinator to notify the district office, by phone, e-mail or fax (using the attached form) of the office closing. A follow-up letter or e-mail message should be sent to the district office to be kept on file.