

Emergency Closing**A. POLICY:**

It is the policy of the University of Virginia Physicians Group to assure continued delivery of efficient operations and continuation of quality patient care and services. Employees are, therefore, expected to make every effort to report to work on time and remain for scheduled hours. Certain circumstances may necessitate emergency closing. They include inclement weather, utility failure, fire, natural disaster, or other forced evacuations from the work facility.

B. PROCEDURE:**Fontaine Office**

During extremely hazardous conditions, the Fontaine Office may declare a Delayed Opening, Early Closing, or Emergency Closing. The Chief Executive Officer or designee will update a message on the following telephone number in the event of an emergency: 434-220-2003. In the event of a change in normal business hours, email notification may also be used in conjunction with telephone recordings.

A. Delayed Opening

When a Delayed Opening is declared, non-temporary employees who arrive after the announced start time will use PTO time, but may be permitted to make up the time at the manager's or supervisor's discretion if the late arrival was reasonable.

B. Delayed Arrival

Employees who know they will be delayed due to hazardous conditions must call and notify their department manager or supervisor (or other designated person) utilizing routine call-in procedures established by their manager or supervisor. An employee whose arrival is delayed, but reasonable, will, at the discretion of their manager or supervisor, be permitted to make up un-worked time during the same workweek or use PTO time.

C. Emergency Closing or Early Closing

If extremely hazardous conditions necessitate the Closing of the Fontaine Offices, employees who are non-temporary will be paid based on scheduled work hours. An employee who is scheduled for PTO on a day when the Fontaine Office closes will use their previously scheduled PTO hours.

An employee who reports to work on a day the Fontaine Office is closed, because that employee was not able to access the recorded message, must sign- in using the log located in the main lobby. An additional one-hour of straight time pay will be added to the employee's timesheet on the date of the emergency closing if approved by the employee's manager or supervisor. It is the responsibility of the employee to request this approval from the manager or supervisor during the next scheduled business day.

D. Leaving Early

Non-temporary employees who choose to leave early when hazardous conditions exist may request authorization from the manager or supervisor to use PTO time or request permission to make up un-worked time during the same work week. An employee who has previously scheduled PTO will use their scheduled PTO hours.

Other Locations

UPG employees who work at other locations will be subject to the emergency closing policies and procedures at their respective locations.

A. Employees on UVA Premises

UPG employees who work at a University site will follow the work hours of that unit and will be compensated according to the UVA Inclement Weather Leave Policy #510.

If the clinic or office in which the employee works experiences a reduction in work hours due to hazardous conditions, the employee is not expected to work even if UPG remains open.

If UPG closes early, employees located at UVA will work the hours of that unit unless UVA announces a reduction in work hours.

B. Regional Primary Care (RPC)

The RPC Director or Manager, with input from the RPC's office manager and physician(s), will determine the status based on local conditions. If the RPC's local conditions warrant closing, the Manager of RPC will notify the office manager who will initiate the phone tree to notify staff of closings or delayed openings. If an employee anticipates a late arrival beyond the established or delayed opening of the RPC, the employee must notify their office manager. Employees will be compensated for the day when their practice closes.

Employees who are unable to arrive to work when their practices are open will be required to use PTO for the time missed.

- C. **CROSS REFERENCED MATERIALS:**
[UVA Medical Center Emergency Event Declarations Policy # 510](#)
- D. **FORMS:** NA
- E. **SCOPE:**
This policy and procedure gives direction for UPG employees in the event of an emergency closing.
- F. **ADMINISTRATION:**
This policy and procedure will be administered by Human Resources and Development and will be reviewed on a periodic basis.
- G. **DISTRIBUTION:**
To all employees of UPG.