

Inclement Weather Policy
Ambulatory Care Center

ACC Administration
Policy No.

Effective: September 15, 2009
Revision: December 8, 2010

Policy Statement: Palmetto Health Ambulatory Care Centers is dedicated to providing services to our patients during inclement weather. It is our policy to remain open during normal business hours however, in case of severe weather *emergency*; it may be necessary to adjust normal work hours/schedules.

Guidance:

1. In the event of inclement weather all employees of the Ambulatory Care Centers to include Registration staff, Residents and Attending physicians will call the Ambulatory Care Centers Emergency and Severe Weather line at 1-800-503-9512 by 6:00am the morning of the inclement weather for an update on a delay in opening. EXCEPTION: OB/GYN Residents will follow The University of South Carolina Department of OB/GYN emergency closure schedule.
2. A delay in opening the clinics will be based on weather conditions, not school closings, and will be made the morning of the inclement weather. If a decision is made to close the clinics the initial delay will be two (2) hours therefore, clinic will start at 10:00am. The Emergency and Severe Weather line will be updated one (1) hour into this delay at 9:00am.
3. If the weather is not severe in your area and you see that you can get to work at the start of the work day, check with your center manager to ensure that this is okay. Additionally, request to leave work early due to inclement conditions shall be made as soon as possible to your department manager for consideration.
4. As per hospital policy, it is expected that all employees will make every effort to report to work as scheduled during periods of inclement weather unless the employee's department is closed. If an employee refuses to come to work, the absence will be un-excused and the employee will not be paid. Disciplinary measures may also be taken.

(Refer to Human Resources Policy number 130).