

1. PURPOSE

This policy governs the conduct of University employees when transportation strikes, inclement weather or other issues over which employees have no control render access to the workplace difficult or impossible. Employees are expected to make best efforts but certain accommodations are available with supervisor approval.

2. WHO IS AFFECTED BY THIS POLICY

Employees.

3. POLICY STATEMENT

In the case of transportation strikes, inclement weather or other issues over which employees have no control:

1. Employees are expected to make their best effort to come to work.
2. Assuming that such efforts have been made, employees will not be penalized for arriving late or for departing early if late arrival or early departure are necessary to ensure transport to and from work.
3. Faculty members who are obliged to cancel classes are required to make up the classes.
4. For administrative staff, absences due to impossibility of access to the workplace will be treated as "Authorised, unpaid absence."
5. Alternatively, administrative staff may, in consultation and agreement with their supervisors, choose one of the following:
 - a) Arrange, if feasible, to work at home.
 - b) Deduct all time missed from work from the employee's outstanding vacation entitlement.
 - c) Arrange to make up all time missed from work at some alternative time mutually agreeable to the employee and supervisor.

4. RESPONSIBILITIES

The Office of Human Resources and individual supervisors of employees are responsible for equitable administration of this policy.

5. DEFINITIONS

"Employee" Any person who is linked to The American University of Paris by an employment contract.

6. APPROVALS & HISTORY

20 December 1995	The policy was elaborated concerning transport strikes specifically and the <i>Comité d'Entreprise</i> was consulted.
2 January 1996	Policy published.
29 September 2017	Policy modified and extended to apply to issues that render access to the workplace difficult or impossible.
13 September 2019	Leadership Team approved modifications to clarify faculty and administrative staff responsibilities.
November 2022	Next review.

7. ISSUING OFFICE AND CONTACT

The Office of Human Resources
5, boulevard de la Tour-Maubourg
75007 Paris
+33 01 40 62 07 10