



# Memo

To: Faculty, Staff, and Students  
From: Wesley T. McMinn  
Date: December 20, 2006  
Re: Adverse Weather and School Closing

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As we enter the time of year when severe weather may threaten or cause an administrative closing of UTSI, I thought it would be useful to review the policy and procedures we will be following.

Each UTSI employee may decide if the weather conditions are too treacherous for their venturing to work. While such absence or tardiness must be charged to leave, supervisors are asked to exercise maximum understanding in honoring individual decisions to stay at home or to arrive late.

In the event that it appears weather conditions are such that UTSI must close, an administrative closing due to adverse weather will be declared. UTSI **closing** will be announced on Nashville television channels 2, 4, and 5. You may also refer to the UTSI website at <http://www.utsi.edu> and the automated phone attendant at (931) 393-7100 for any UTSI closing information.