

Event	Policy
<b>Full Day Work Closure</b>	<p><b>All scheduled classes will be canceled and there will be no billing</b> for classes, scheduled that day. Rosters will be clearly marked <b>CANCELED</b> across its face and submitted to Management Information Systems.</p>
<b>Work Delay (one to four hours)</b>	<p><b>Classes scheduled to begin during the delay period will be canceled and there will be no billing for those classes.</b> (For example, an 8-hour Hazardous Waste Refresher is scheduled to start at 7:30 a.m. on a day when a work delay is announced. The class will be canceled.). Students report to their regular work locations as directed by management.</p> <p><b>Classes scheduled to begin at least one hour after the delay ends will occur as scheduled and will be billed.</b> The student's organization will be billed whether or not the student attends the training. (For example, a student is registered for a class at 12 noon and a work delay of up to two hours is announced that morning. The class will be held as scheduled.)</p> <p><b>EXCEPTION:</b> Radiological Worker classes will resume at the end of the delay. The delivery of the training material will be adjusted to meet the original completion date and students will be billed as appropriate for completion of the training.</p>
<b>Early Release</b>	<p>If an early release occurs before the scheduled class time is over, the responsible manager per the Training Activity Sheet will decide whether or not the objectives have been sufficiently covered to allow credit for the course. If necessary, the class will be rescheduled to allow completion. Students will be billed for the course in the event of an early release. Rosters will be submitted as <b>Incomplete-Bill</b> at the time of the early release. Once the student completes the course they will be coded as <b>Complete-No Bill</b>.</p>
<b>Rescheduling Classes</b>	<p>Canceled classes will be re-scheduled when a work closure, delay or early release prevented training completion as originally planned. If inclement weather interrupts classes running longer than one day, arrangements will be made on a case-by-case basis by the course Point of Contact (POC).</p>