

POLICY NAME HAZARDOUS WEATHER/EMERGENCY CLOSING

POLICY NUMBER 2.3.13

CATEGORIES

DATE PROPOSED: 11/8/18

DATE OF VOTE: 1/16/19

ACCEPT (Y/N): Y

In the event of hazardous weather or emergency conditions, it is the responsibility of the employee to report to work during their regularly scheduled hours unless otherwise directed by management. Information regarding facility closing will be posted on the website if such a decision is made. Allowances should be made for adequate and safe travel time to the facility. Employees who are unable to report to work should contact their Supervisor or the Manager on Duty (MOD).

If unable to report to work during hazardous weather or any other emergency conditions, employees may elect to use accrued Personal Time Off (PTO) time or their floating holiday if they do not wish for the time to be unpaid (see Policy 2.4.1 and 2.4.2). If an employee elects not to use PTO time then the scheduled hours will not be paid.

COMMENTS: From City of Huntsville