

E 280 - OFFICE INCLEMENT WEATHER POLICY for HOURLY EMPLOYEES

It is the standard policy of the company to have its offices open and maintain normal work hours with the exception of holidays.

If the company decides to delay or close the office due to inclement weather, hourly employees may either take time without pay, or use PTO (Personal Time Off) to receive pay. On days when weather conditions worsen as the day progresses the company may decide to close early. If the decision is made during the working day to close the office early, the following will apply for those who have reported for work: If the early closing is before 12:00, the employee affected will be paid through 12:00; if after 12:00, the employee will be paid for the full day.

When driving conditions are questionable in your area due to weather conditions, contact your immediate supervisor for further information regarding the working status. If you have prepared in advance and choose to work remotely, you must get approval from your Supervisor prior to doing so.