

## **Inclement Weather Policy Sample**

It is the policy of [Company Name] to remain open during most periods of inclement weather; however, where extraordinary circumstances warrant, due to weather or other unforeseen business interruption, the company reserves the right to close the facility. Should this occur, employees are encouraged to listen to radio broadcasts during periods of adverse weather to find out if the facility is open or closed on a given day, or contact the department manager between [ insert time] to determine if closure is required. [Company Name] makes a decision by 8:30 a.m. during periods of such inclement weather and communicates this to local media including [insert radio station and television station]. The company will also post the closure on the homepage of the website.

### **Facility Closed**

If the facility is announced to be closed on a given day, all exempt level staff will receive regular pay for the day of closure. For hourly or non-exempt employees on a day of closure, the employee will receive an amount equivalent to four hours of base pay for the day. [Depending on your state, you may choose to require employees take vacation/PTO for days of closure also]

### **Facility Open**

If the facility remains open on an adverse weather day, employee's who report to work will receive their normal pay for the day, i.e., exempt staff will receive their regular salary and hourly employees will be paid at their base rate plus any incentives for all hours worked. If an employee elects not to report to work on a facility open day, the employee can elect to 1) use any accrued paid time off for the missed day or 2) the employee will not be paid for the day.

Regardless of whether the facility remains open or closed on an inclement day, it is each employee's decision to determine if they can safely arrive at work under the conditions. If an employee elects not to work on a given day, the Company requires the courtesy of a phone call to your manager or supervisor advising as to your status for the day, prior to the beginning of the work day.

Questions about this policy should be addressed to the department manager or human resources department.

The following policy sample has been provided by Integrity HR, Inc, a Louisville, KY based Human Resources and Outsourcing and Consulting firm.

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