



## Inclement Weather

The Library acts to ensure the safety of its patrons and its employees during inclement weather. All decisions to open late, remain closed, or close early will be made by the Director. Decisions will generally rely on actual observed conditions rather than predictions.

### **Employee Absences**

Employees will be contacted in the event there is any change to regular operating or staffing hours. Unless contacted, all employees are expected to be on time for their regularly scheduled work period.

Employees who are unable to report to work due to weather related conditions should contact their supervisor as soon as such a condition becomes apparent. Employees who are unable to report to work when the Library is open must use Vacation Leave.

### **Compensation**

If there is a deviation from the Library's regular operating hours, employees will be compensated for their regular work hours at their regular rate of pay (without the use of Leave) for the time they were scheduled to work. Employees who are scheduled off or who are on previously arranged Vacation Leave or Sick Leave will not receive any extra compensation.