

WEATHER RELATED ABSENCES POLICY

GENERAL POLICY

Library services will continue to be provided, even under inclement weather conditions to the maximum extent possible. The Library will only be closed when concern for the safety of workers and customers overrides the value of continued work.

AUTHORITY TO CLOSE

The decision to close the Library will be made by the Director or a Department Head if the Director cannot be reached.

PAY STATUS

1. When the Library is closed or service suspended *prior* to the start of the employee's work day, the employee scheduled to work will be paid for that day, not including any scheduled overtime. Unscheduled employees will not be paid nor receive comp-time for the hours the library is closed.
2. When the Library is closed or service suspended *after* the start of the work day, employees who report to work and are sent home will be paid for the balance of the regular work day.
3. When the Library is closed or service suspended *after* the start of the employee's work day, employees who did not report to work, whether or not other employees are sent home, must use vacation time or a floating holiday in order to receive pay for the day. Otherwise, a day's pay will be deducted.
4. When the Library is open and service maintained, employees unable to report to work or who receive permission to leave work early during inclement weather, must use vacation time or a floating holiday in order to receive pay for the work time missed. Otherwise pay will be deducted for the time missed.
5. If a scheduled employee chooses to leave work because of the adverse weather conditions and the Library closes sometime during this employee's shift, the employee will not be paid for the part of their scheduled shift that the library is closed, but may use vacation time or floating holiday for the remainder of the shift.