

## **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 consider closing only if the City of Beloit closes public offices early and after considering the needs of the community and staff in regards to use as a warming or cooling center.

### **AUTHORITY TO CLOSE**

The decision to close the Library will be made by the Director or a member of the Leadership Team 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, pay will be deducted for the time missed.
4. When the Library is open and service maintained, employees are expected to report to work or receive permission to be absent during inclement weather. Employees 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. Otherwise, pay will be deducted for the time missed.

