


<p>INCLEMENT WEATHER POLICY</p> 	<p>POLICY NO.:</p> <p>LReviewed: January 2020</p>
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I. PURPOSE


To provide guidelines to staff regarding attendance and job responsibilities during inclement weather.

II. POLICY

The Family Tree is a service organization that will consistently provide care unless weather conditions pose a risk to families or staff because of travel or environmental hazards. The Family Tree operates daily Monday-Friday except for assigned holidays. There are times, however, that hazardous weather conditions may prevent an employee from traveling to work and require that programs be cancelled for the day.

III. PROCEDURE

1. Upon the onset of inclement weather, The Executive Director and Manager, Operations/Human Resources will review weather forecast, road conditions, etc. and make one of three determinations:
 - a. **The organization will remain open.**
 - b. **The organization will remain open, with the option of employees taking liberal leave.** *For full time employees, Liberal Leave permits you to use accrued leave time (vacation, personal, sick) for the day absent. Part time employees without leave benefits or employees without accrued time will not be paid for the time off. Staff are required to contact their immediate supervisor and advise them that they are using liberal leave. In conjunction with their supervisor, staff using the liberal leave option must arrange for alternate coverage or make appropriate arrangements for cancellation.*
 - c. **The organization will close (only in severe, unusual weather conditions).** Employees will select on their electronic time card as Category ALWP-I (Administrative Leave with Pay-Inclement Weather) for the day.
2. Employees will be notified by One Call Now (mass phone call) or you should call the main number of The Family Tree [410-889-2300] after 7:00 a.m. for a recorded announcement about the status of the organization.
3. Supervisors are required to contact their Director and advise them as to the attendance of staff for the day and cancellation of any programs.
4. Directors are required to contact Manager, Operations/Human Resources at 410-802-8364 regarding staff attendance.
5. It should be noted that both Supervisors and Directors are required to know what meetings and programs are on the calendar so that the appropriate parties may be contacted for cancellation.

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Despite bad weather, specific tasks or deadlines insensitive to weather must be completed and, in these cases, employees may be asked to come to work. For example, payroll, grant submission, program audits or other stakeholder expectations are just a few examples when employees are essential to a critical task are needed or serious adverse consequences may result.

It should be noted that in the event of unusual or catastrophic circumstances, we would make every effort to reasonably accommodate staff needs.