

VILLAGE OF BAYSIDE POLICY: HR006	Title: INCLEMENT WEATHER	
Issue date: January 1, 2013	Updated: February 12, 2019	Section: Human Resources
Policy Source: Human Resources	Policy Audience: All Non-Represented Employees	Total pages: 1

I. **PURPOSE**

To establish a written policy in regard to Village facilities closing due to inclement weather, loss of adequate building utilities or emergency situation.

II. **POLICY**

The Village recognizes the fact that inclement weather and other emergencies can affect the Village's ability to open and employee's ability to get to work. The safety of our employees and the general public is paramount in any emergency situation. The Village also recognizes the provision of essential services the Village provides for which closures cannot occur.

III. **DISCUSSION**

The Village recognizes that this policy cannot cover every potential emergency situation, so this policy covers the most common.

IV. **ADMINISTRATION – GENERAL**

A. When Village buildings are closed by the Village Manager because of:

- a. Inclement weather;
- b. loss of adequate building utilities;
- c. Safety hazard.

Employees can choose from one of the following options:

- a. The employee shall be paid for actual hours worked and choose either Item b through e listed below for hours not worked.
- b. Unpaid leave, or
- c. Paid Time Off, or
- d. Compensatory time, or
- e. Floating Holiday.

B. In the event an employee does not have any of the above time available, the Village Manager may, under extenuating circumstances, allow the employee to be compensated and make up the hours within thirty (30) days of the closure.