

<b>STATEMENT OF POLICY AND PROCEDURE</b>			
Section:	NLLS Employee(s)	Effective:	April 3, 2018
Chapter:	Conditions of Employment	Page(s):	1
Subject:	Inclement Weather	Revised Date:	Sept 8, 2018
			Sec 1, 1T
		Reviewed:	July 23, 2018

**INCLEMENT WEATHER**

1. It is the policy of NLLS to remain open during most periods of inclement weather; however, where extraordinary circumstances warrant, due to weather or other unforeseen business interruption, the company reserves the right to close the facility.
2. Should this occur, employees will then be communicated to whether NLLS is open or closed on a given day.
3. The Executive Director or Assistant Director will make a final decision as soon as possible during periods of such inclement weather and communicates this to Employee(s).
4. The Executive Director will communicate with the Board Chair on the closure.
5. NLLS representative will post the closure communication on social media and website where/when possible.

**Facility Closed**

1. If the facility is announced to be closed on a given day, all NLLS Employee(s) will receive regular pay for the day or partial day of closure.

**Facility Open**

1. If the facility remains open on an adverse weather day, employees who report to work will receive their normal pay for the day. If an employee elects not to report to work on a facility open day, the employee can elect to
  - a. use any accumulated lieu hours for the missed day or
  - b. the employee will not be paid for the day.
2. If the facility remains open or closed on an inclement day, it is each employee’s decision to determine if they can safely arrive at work under the conditions. If an employee elects not to work on a given day, NLLS requires the courtesy of a phone call to your manager or supervisor advising as to your status for the day.

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NLLS Executive Board Chair

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Sept 8, 2018  
Date of Approval