

Inclement Weather Policy



HR managers in any part of the country can adapt this Model Policy for use at their own workplace.

On occasion, inclement weather may make it difficult for employees to get to work. Employees are expected to make arrangements during periods of inclement weather which will enable them to arrive as soon as possible. In times of severe weather, information about the status of company operations can be obtained by calling _____.

XYZ Company will not penalize an employee for lateness or absence if a genuine effort has been made to get to work. Normally, employees will be provided the opportunity to select from the choices listed in the procedures below to cover the missed time.

When weather conditions are severe, department managers may choose to permit employees to leave early, without loss of pay. Departments are not to close without prior consultation with human resources.

The decision to close the company completely cannot be made lightly. Some services and facilities can only be closed under the most extreme circumstances; others must be maintained whatever the weather. Only when the situation is extreme will senior management make the decision to close the company.

1. Procedures

When an employee is unable to report to work or will be late to work because of inclement weather conditions, the employee shall contact their department manager as soon as possible to advise them of their absence or delay. Normally, the employee will be given the option of:

1. using annual vacation or personal time
2. making up the time
3. taking leave without pay