

# SEVERE WEATHER POLICY

Indiana Hand to Shoulder Center will make every effort to maintain normal work hours during inclement weather (regardless of weather warnings/alerts or police closures).

## PROVISIONS:

1. If a decision is made to close offices (very rare – made by Executive Board), it will be communicated to the management staff, who will in turn contact each staff member. It is the responsibility of the employee to ensure that their manager has a correct contact number and/or email address.
2. Employees are required to use their own best judgment regarding safe travel and their own specific situation.
3. All employees who will be delayed or are unable to report to work at all should contact their department supervisor and report their absence as soon as possible prior to the start of their work day.
4. On days when weather conditions worsen as the day progresses, Indiana Hand to Shoulder Center may decide to close early. In such cases, a decision and an announcement will be made. Employees will be expected to remain at work until the appointed closing time, unless they receive permission from their department head to do otherwise.
5. If the decision is made to close the facility early, it will be the choice of the employee to utilize PTO or no pay for those hours.
6. A call-in or early leave due to inclement weather will be considered unscheduled for the purposes of the perfect attendance program. HOWEVER, should a substantial percentage of employees (50% or more) be unable to report to work due to inclement weather, then the time off will not be considered unscheduled for purposes of the perfect attendance program.
7. If an employee is unable to complete a minimum of 4 hours worked time due to severe weather or the office closing early, they will not be required to take 8 hours of PTO.