

## **TOWN OF GEORGETOWN**

# **SEVERE WEATHER POLICY**

### **PURPOSE**

This memorandum states the policy and notification procedures for the administrative and office staff for the Town's general government employees.

### **POLICY**

Under certain conditions, including severe weather, the Board of Selectmen may direct employees not to report to work or to delay arrival to work. In these instances, approval for paid leave will be granted for employees regularly scheduled for work that day or time period.

During adverse weather not severe enough to warrant administrative office closings, if an employee reports to work and chooses to leave, the employee may opt to use her or his accrued vacation or personal leave accruals for the balance of the working day that the Town offices remain open. If the Board of Selectmen closes the Town offices later in the day, the employee becomes eligible for paid leave from the time the Town offices closed until the end of the employee's regular work schedule for that day.

An announcement will be placed on the telephone answering systems to indicate that the Town offices are closed on account of weather and / or travel conditions.

Employees on vacation, sick, or personal leave, or otherwise not scheduled to work during the affected period of time are not eligible to be paid under this policy. In the instance of a delayed opening, an employee will be paid for the period of the delay. If an employee opts not to come to work at the delayed opening time, the employee should notify his or her supervisor as soon as the respective Town office is scheduled to open. She or he may use her or his accrued vacation or personal leave time allowance for the balance of the working day.

### **PROCEDURE**

When the Board of Selectmen determines that the severe weather or travel conditions exist to warrant the closure of the Town offices or the delayed opening, the Chairman of the Board or his/her designee will contact the Town Administrator who will in turn contact respective department heads who will inform their respective staff.

Approved by Board of Selectmen, January 10, 2011