



Irvin L. Young Memorial Library

Inclement Weather Policy

When the Municipal Building and the Library is closed by the City Manager or his/her designee because of inclement weather, loss of adequate building heat, light, or use of all sanitary facilities for a period of time in excess of four (4) hours, employees shall choose from one of the following options:

- If already at work, be paid for actual hours worked and choose to use vacation time, sick leave or compensatory time for hours not worked.
- Not report for work and utilize a day of vacation, sick leave or compensatory time.
- Make up the lost time at a date agreeable between the supervisor and the employee.
- Hourly, non-exempt employees may take the time unpaid if all vacation and sick leave, has been used or with supervisor approval.

In any case, employees should notify the Supervisor immediately upon notice of their choice.

In the event the Municipal Building and the Library is NOT closed by the City Manager or his/her designee and an employee does not report to work due to inclement weather he or she shall choose from one of the following options:

- Utilize a day of vacation, sick leave or compensatory time with supervisor approval.
- Make up the time at a date agreeable between the supervisor and the employee.
- Hourly, non-exempt employees may take the time unpaid with supervisor's approval.

In any case, employees should notify the supervisor immediately upon notice of their choice.