Weather and Emergency Leave Policy

Policy Number: HR-LOA-018 **Effective Date:** January 1, 2019 **Last Updated:** September 15, 2023 **Owner:** People Operations **Applies To:** All employees globally

Purpose

This policy outlines how NovaTech Solutions handles employee absences and work modifications during severe weather events, natural disasters, and other emergencies that impact the ability to work.

Scope

This policy applies to: - Severe weather (snowstorms, hurricanes, floods, extreme heat) - Natural disasters (earthquakes, wildfires, tornadoes) - Public health emergencies - Civil emergencies - Infrastructure failures (power outages, internet outages) - Other situations making work unsafe or impossible

Remote-First Advantage

As a remote-first company, most NovaTech employees can work from home, reducing the impact of many emergencies. However, this policy provides guidance when working is not possible or safe regardless of location.

Weather and Emergency Decisions

Company-Wide Decisions

Major emergencies affecting significant employee populations may result in: - Company-wide or regional work closure - Mandatory work-from-home - Modified hours or expectations

Leadership will communicate via: - All-company email - #announcements Slack channel - Text message (opt-in emergency notification system)

Office-Specific Closures

Individual office closures (Austin, Seattle, London, Bangalore) are announced by: - Regional leadership - Facilities team - Posted in regional Slack channels (#austin-office, #seattle-office, etc.)

Individual Situations

For emergencies affecting you individually but not warranting company-wide action: - Notify your manager - Take necessary time off - Work from alternative location if safe and feasible

Pay During Emergencies

Company-Declared Emergency Days

When NovaTech declares an emergency closure or reduced operations: - **Paid administrative leave** for affected employees - No need to use PTO - Pay continues at regular rate

Individual Emergencies

When you can't work due to a localized emergency (personal power outage, evacuation, etc.): - **First 3 days:** Paid emergency leave (no PTO needed) - **Beyond 3 days:** Discuss options with HR - May use annual leave, or unpaid leave if extended

Partial Work Days

If you can work part of a day during an emergency: - Record hours worked - Remainder is covered by emergency leave - No penalty for reduced productivity during emergencies

Types of Emergency Situations

Severe Weather (Snow/Ice)

- Office employees: Office closure determined by facilities
- Remote employees: Work from home unless unsafe
- If power/internet affected: Notify manager, emergency leave applies

Hurricanes/Tropical Storms

- Offices close when advisories recommend staying home
- Preparation time (day before) may be emergency leave
- Post-storm recovery time is emergency leave
- Extended displacement: Contact HR for extended options

Wildfires

- Mandatory evacuation: Emergency leave applies
- Air quality unsafe: Work from home if possible, emergency leave otherwise
- Office closure based on air quality index (AQI > 200)

Earthquakes

- Offices close until building safety confirmed
- Check #emergency-info for updates
- Take time needed to ensure personal/family safety

Power/Internet Outages

- Notify manager of situation
- Work from alternative location if available (café, coworking)
- Emergency leave if no alternatives available
- Extended outage (3+ days): Contact HR

Public Health Emergencies

- Follow public health guidance
- Work from home if possible
- See relevant health emergency policies
- COVID-specific: See Pandemic Response Guide (HR-OPS-030)

Employee Responsibilities

Before an Emergency

- Sign up for emergency text alerts in Workday > Profile > Emergency Contact
- Know your local emergency resources
- Have a plan for working during brief disruptions (mobile hotspot, etc.)
- Ensure manager has current contact information

During an Emergency

- Prioritize personal and family safety
- Notify manager when able
- Check #emergency-info and email for company updates
- Keep manager updated on your status and expected return

After an Emergency

- Return to work when safe to do so
- Log emergency leave in Workday
- Discuss any ongoing impacts with manager

Manager Responsibilities

Before Emergencies

- Ensure team contact information is current
- Discuss emergency plans with team
- Identify critical coverage needs

During Emergencies

- Check in on team members' safety
- Reduce work expectations appropriately
- Escalate staffing concerns to leadership
- Do not pressure employees to work in unsafe conditions

After Emergencies

- Support team members' return
- Adjust deadlines as appropriate
- Document any ongoing impacts

Travel Emergencies

If you're traveling for work during an emergency: - Company covers extended hotel/rebooking costs - Contact travel@novatech.com for assistance - Emergency leave applies for stranded time - Expense reasonable additional costs

See Travel Policy (FIN-TRV-001) for details.

Emergency Contacts

Internal Contacts

- HR Emergency Line: 1-800-555-0199 (24/7)
- Security: security@novatech.com
- Facilities: facilities@novatech.com

Emergency Notification

- Opt in to text alerts: Workday > Profile > Emergency Notifications
- #emergency-info Slack channel (joined by default)

Recording Emergency Leave

In Workday

1. Navigate to Time Off > Request Time Off
2. Select "Emergency Leave"
3. Enter dates and reason category
4. Submit (auto-approved)

Categories

- Weather emergency
- Natural disaster
- Infrastructure failure
- Personal emergency
- Other (explain in comments)

Interaction with Other Leave

Emergency leave is separate from: - Annual leave - Sick leave - FMLA/medical leave

Do not use these leave types for emergency situations covered by this policy.

Contact

For emergency-related questions, contact People Operations at hr@novatech.com or the HR emergency line at 1-800-555-0199.

Related Documents: Travel Policy (FIN-TRV-001), Remote Work Policy (HR-WRK-001), Business Continuity Plan (COMP-SEC-015), Pandemic Response Guide (HR-OPS-030)