



Inclement Weather Policy

POLICY:

The Scientific Consulting Group, Inc. (SCG) will make every effort to maintain normal work hours even during inclement weather. SCG institutes an unscheduled leave policy when the federal government closes or announces unscheduled leave due to inclement weather. Unscheduled leave means you are entitled to take vacation without prior approval.

PROVISIONS:

When the federal government announces that it is closed or unscheduled leave policy is in effect, the SCG offices will be open and all employees will be expected to make reasonable efforts to get to work. Employees unable to arrive for work on any such day and did not make prior arrangements with their supervisor to take work home will be required to take vacation to cover the time out of the office. If no vacation time is available, the employee will not be paid for the time off for inclement weather. Sick leave may only be used if an employee was already out on sick leave when the inclement weather occurred (e.g., recovering from surgery, maternity leave, second day out with the flu, etc.) or unless the employee has a doctor's note for that day's absence. All employees who are unable to report to work should call or e-mail their supervisor/manager as early as reasonably possible. Should SCG determine the conditions to be unsafe and/or the building closes, we will announce office closing via email as soon as reasonably possible.

During inclement weather, employees may be granted the privilege to work from home if approved by their supervisor. Employees who do not have work to do from home may make up the lost time during the same pay period if approved by their supervisor.

On days when weather conditions worsen as the day progresses, an employee who wants to leave early because of the weather must obtain the approval of his/her supervisor. Hours missed may be either made up during the same pay period or charged to vacation leave.