

***EAST PENN manufacturing co., inc.***

**EAST PENN POLICIES AND PROCEDURES MANUAL**

Revision No.: 3	Effective Date: 12/01/95	Page 1 of 2	Change # 2996
Approved By: Robert D. Harrop	Document No.: EPPM\PERS\NAVITAS		

**Snow and Ice Policy**

In order to meet our commitments to our customers, East Penn Manufacturing remains open in all weather conditions, and employees are expected to report to work as scheduled. However, all employees are urged to use their own discretion in deciding whether they can commute safely to work.

Despite inclement weather conditions, the company will remain open for operation and all shifts will operate as scheduled.

If an employee chooses not to report for his or her scheduled shift due to inclement weather conditions, the following guidelines will apply:

- The employee must call the East Penn Voice Mail system before the start of their shift to report their absence (please refer to the guidelines for Proper Notification for specific information on reporting absence).
- If 30% or more of all company employees scheduled to work that shift call off for that shift, absences on that shift will qualify as an Excused Weather Day, without pay.
- If less than 30% of employees call off for that shift, the employee may elect to use a PTO, if the employee does not elect or is not eligible to utilize PTO, the absence will be recorded as unexcused.
- If an employee calls off and elects to use an unscheduled Personal Holiday or an unscheduled Vacation Day before knowing the day was determined to be an Excused Weather day, and the day is later designated as an Excused Weather day, the employee has the option to take back the Personal Holiday or Vacation Day and use it at a later date. **In order for the employee to receive the proper paycheck for that week, it is the responsibility of the employee to notify his/her plant office if he or she would like to reverse notification is not received by Tuesday at 9:00 A.M., the paycheck will not be adjusted and the Vacation Day or Personal Holiday will be recorded as utilized.**

**Early Departure**

If an employee chooses to leave work early due to inclement weather during the course of a shift, the following guidelines will apply:

- The employee must inform the supervisor prior to departure. Failure to notify the supervisor will result in disciplinary action.
- If an employee reports to work for his/her scheduled shift and the employee's entire shift is deemed an Excused Weather Day, then the employee may leave work early at any point during the shift and the remaining time will be considered Excused Weather time without pay. The employee must inform his/her supervisor prior to departure.
- If 30% or more of all company employees scheduled to work the next scheduled shift call off, early departures on the previous shift will qualify as Excused Weather time, without pay.
- If less than 30% of company employees scheduled to work the next scheduled shift call off, employees departing early may elect to use a full PTO for that absence. If the employee does not elect or is not eligible to utilize PTO, the absence will be recorded as unexcused. If an employee elects to utilize PTO,

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they will only receive pay for their regularly scheduled shift (no incremental pay will be earned for the hours worked prior to departing).

### **Late Arrival**

If an employee arrives at work late due to inclement weather the following guidelines will apply.

- If at all possible, the employee should inform the supervisor of their anticipated late arrival.
- Late arrivals due to inclement weather conditions will be considered excused as determined by Personnel.

### **Other Guidelines**

- If, due to weather conditions, an employee feels unsafe in leaving the workplace at the end of their shift, the employee may elect to work additional hours, if approved in advance by the Plant Manager or Assistant Plant Manager.
- ± • If a Snow Emergency is declared where people are not authorized to drive on public roads in the township, borough, or county where the employee lives or where the work site is located, the absence will be recorded as an Excused Weather Day when proper documentation is submitted to the employee's Plant Manager or Supervisor.

### **Record of Revisions**

<b>Revision #</b>	<b>Revision Date</b>	<b>Description</b>
1	11-10-11	Change Number 1480 updated the header and footer information
2	1-1-13	Change Number 1778 updated percentage to 30%
3	2-5-16	Change Number 2996 clarified 'EE Days' as well as 'Snow Emergency' under Other Guidelines.