## 3.10 INCLEMENT WEATHER/EMERGENCY CLOSINGS

At times, emergencies such as severe weather, fires, or power failures can disrupt company operations. The decision to close the office will be made by the Executive Staff.

When the decision is made to close the office, employees will receive official notification from their supervisors.

Time off from scheduled work due to emergency closings will be unpaid for all non-exempt employees. However, if employees would like to be paid, they are permitted to use vacation time if it is available to them.

**INSERT THIS SECTION AS 3.11, PLEASE:**

## DISASTERS/STATE OF EMERGENCY

Natural or man-made disasters can disrupt company operations. While most decisions to close the office are made by the Executive Staff, if the location of your home or office is declared to in a state of emergency by the state or federal government, non-exempt employees are not expected to report to work.