**Emergency Closings**

**Effective Date:** (XX/XX/XXXX)

**Revision Date:** (XX/XX/XXXX)

At times, emergencies such as severe weather, fires, or power failures can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility. The decision to close or delay regular operations will be made by [Company Name] management.

When a decision is made to close, employees will receive official notification from [Company Name].

**Note:** In a declared state of emergency that prohibits travel, employees shouldn’t report to work.

**Pay**

Exempt Employees:

If [Company Name] closes due to an emergency, employees who are classified as exempt from overtime will receive their full salary, provided they have worked any part of the workweek.

Non-Exempt Employees:

If [Company Name] closes due to an emergency, employees who are classified as non-exempt from overtime won’t be paid, unless state or local law requires such pay or they have paid leave available and elect to use it for the missed work hours.

**Note:** If a non-exempt employee is already working when the decision to close is made, the employee will be paid for all hours actually worked and any additional hours that may be required under state and local laws, if applicable. If a non-exempt employee arrives at work and is asked to wait while a decision to close is made, they will receive pay for the time they spent waiting.

If you have questions about emergency closing or pay, please contact the [HR Contact Title].