

Liberty Healthcare Corporation and Affiliates (Liberty) Standard Operating Policies

Title:	Inclement Weather - State of Emergency	Effective Date:	02/02/2017
Author:	Camille Tanner	Last Review Date:	06/22/2021
Location:	All Locations	Last Revision Date:	10/29/2020
Functional Area:	Human Resources		

POLICY

Liberty recognizes that inclement weather and other emergencies may affect a location's ability to open for business and the employee's ability to get to work. The safety of our employees is paramount in any emergency. No policy can cover every potential situation, so this policy covers the most common.

PROCEDURE

When an emergency such as large snowfall, natural emergencies, loss of electricity in the work location or the governor declares a state of emergency and requires people to stay off the roads, we will keep the location closed for the briefest time possible. Staff will be paid during times when the location is closed. Those employees who are able to work from home will receive their full salary for their normal hours worked. Non-exempt employees will receive their hourly pay for their scheduled work hours for up to 1 week. No overtime will be paid. If closure continues beyond 1 week all employees will be required to use their accrued PTO to cover pay for the additional days that the location may be closed, and they are unable to work.

Individual circumstances may affect an employee's ability to come to work during inclement weather. If the location is able to open during these circumstances and the employee is unable to come to work, they must notify their supervisor of their inability to come to the location. Essential employees are those employees whose job responsibilities require them to be physically present at the work location. These employees are expected to be at the location if they can safely arrive. If the location is open and an employee is unable to reach the location, they may take their accrued PTO to be paid for the day.

If an emergency occurs that may require the location to close in mid-day, the executive on duty will announce the decision to close and all employees are expected to leave immediately so that conditions do not further deteriorate and affect their ability to safely travel. Employees who were working from home with prior permission or at the office on the day of the partial closure will be paid their normal salary. Non-exempt employees will be paid for their scheduled hours of work. No overtime will be paid. Employees who had taken the day off will have the day subtracted from their allotted PTO balance as would have occurred if the location did not close.

Notifications – employees will be notified of location closings prior to the workday by the usual method of communication for the location. A partial day closing will be communicated via e-mail to all employees.

Approved By: _____

Revision History

Version	Date	Author	Summary of Changes
#1	02/02/2017	Camille Tanner	Policy Created
#2	10/29/2020	Camille Tanner	Reviewed with small changes throughout.
#3	06/22/2021	Camille Tanner	Reviewed; no changes