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| Inclement Weather Policy  | **Last Revision:** | January 2018 |
| **Last Reviewed:** | January 2018 |
| **Applies to the following THA Group of Companies:**  | * Island Health Care
* Island Hospice
* Independent Life at Home
* RightHealth®
* THA Services
* Palliation Choices
* InteguHealth
 |
| **Included in the following THA Manuals:** | Administrative Policy and Procedure ManualTalent Management |

### PURPOSE

 With Mother Nature continuing to wreak havoc all over the world with blizzards, hurricanes or some other natural disaster, THA Group has put a policy in place to allow some leniency for employees affected by events that are out of their control.

### POLICY

Our employees and clients are very important to us. During inclement weather, THA Group will monitor the weather and take every precaution to keep our employees and patient’s safe, including closing our offices when necessary. THA Group will make every effort to maintain normal work hours even during inclement weather while taking the necessary steps to keep both employees and clients safe. In the event an office closure is deemed necessary the below guidelines apply

**PROCEDURE**

1. When it is announced that offices will be closed prior to the start of shift due to inclement weather, all non-exempt (hourly) and pay per visit full-time and part-time employees will have the option to use paid time off (PTO) or take time off without pay. All exempt (salaried) full-time and part time employees must utilize paid time off (PTO). If either exempt, pay per visit or non-exempt employees do not have enough PTO accrued, PTO may be advanced.

2. When there is inclement weather and offices remain open, all employees will be expected to make reasonable efforts to get to work. All non-exempt and pay per visit full-time and part-time employees will have the option to use paid time off (PTO), if available or take time off without pay. All exempt full-time and part time employees must utilize paid time off (PTO). If exempt employees do not have enough PTO accrued, PTO may be advanced. Consideration for advancing a non-exempt employee will be on a case by case basis.

.3. On days when weather conditions worsen as the day progresses, THA Group may decide to close early. In such cases, a decision and an announcement will be made notifying all employees. Employees will be expected to remain at work until the appointed closing time, unless their work day ends prior to that time. All non-exempt and pay per visit full-time and part-time employees will have the option to use paid time off (PTO) or take time off without pay. All exempt (salaried) full-time and part time employees must utilize paid time off (PTO). If either exempt, pay per visit or non-exempt employees do not have enough PTO accrued, PTO may be advanced.

4. All employees who are unable to report to work should call their direct leader and report their absence prior to the start of their work day.

 5. Flexibility to work in a different office closer to home will be supported based on availability. Working from home is not permitted unless approved in advance by the President and CEO. Working from home will be considered based upon the nature of job functions suited to remote work, characteristics that make successful remote workers and necessity.