

## **Inclement Weather**

The safety of library employees and volunteers during periods of inclement weather is of utmost importance to the operation of the Library; therefore, the Director has the authority to delay hours of operation, close the facility before the end of the scheduled work day, or declare the library closed entirely for a period of time. The Director will notify employees and volunteers at least thirty minutes before the Library is scheduled to be open of his/her decision involving inclement weather.

Employees and volunteers should not attempt to come to work if conditions are such that they are concerned for their individual welfare. If an employee or volunteer has determined he cannot travel safely to the Library it is his responsibility to notify the Director of their decision as quickly as possible. Employees who cannot make it to work, or are required to stay home due to inclement weather will be required to use vacation time unless so directed by the Director.