

# Tender Care Medical Services, Inc.

## POLICY & PROCEDURES

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Title: Severe Weather

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Originating Department: Human Resources

Approved By:



### **PURPOSE:**

To establish a policy regarding employee attendance and compensation during severe weather conditions.

### **DEFINITION:**

*Severe weather*

*Hurricanes, tornadoes, floods, snow and/ or icy conditions and resulting damage which significantly impedes the normal flow of traffic. Heavy rains unaccompanied by flooding or low temperatures unaccompanied by snow and /or ice do not constitute severe weather.*

### **POLICY:**

Non-exempt employees who arrive late for their scheduled shifts because of severe weather are to be paid for hours actually worked on their scheduled shift and for hours worked into a relief shift, if applicable.

Non-exempt employees who have been advised by their Administrator/Supervisor to report to work who are not able to report to work due to extraordinary conditions (impassable roads, trees down, flooding, severe home damage, etc) may use PTO time or time off without pay.

If employees fail to report to work during severe weather, the Company may decide whether the employee's absences shall count as an unexcused absence.

Any non-exempt employee who fails to call in will be credited with an unexcused absence (confirmed instances of phone outage may be accepted).

Non-exempt employees who have been advised by their Administrator/Supervisor not to report to work will be allowed to use PTO time or time without pay.