

## **LOYOLA ENTERPRISES, INC.**

### **POLICIES & PROCEDURES**

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**CLASSIFICATION: Employee Relations**

**Number: III-21**

**SUBJECT: Inclement Weather**

**Effective Date: 07-09-09**

**Revision Date: 11-05-12**

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Employees are essential to the operations of the Company; therefore, in times of inclement weather each employee should make every effort to report to work as scheduled. Employees are encouraged to tune into the local radio and television stations for weather updates.

#### **GOVERNMENT CONTRACT EMPLOYEES**

Employees who work on an off-site government operated facility will comply with the following if the government announces a closing or delay due to inclement weather.

#### **Essential and Non-essential Personnel**

As a rule all Loyola employees who work on government operated sites are considered non-essential personnel unless you are informed by your Task Lead that you are deemed "essential personnel". If the site is either closed or experiences a delayed opening for non-essential personnel, you will follow the directions for non-essential personnel.

#### **Exceptions**

Occasionally employees are involved in supporting a critical training or rehearsal events or other time critical functions. The prime contractor(s) working through their Task Leads will let specific employees know if they should report to work, regardless of the general closing announcement.

#### **Time Charging**

If an off-site government operated facility is closed or there is an announcement to delay reporting for non-essential personnel; employees will not charge for time away from work. The employee will use either personal leave time (PLT), flex their work schedule and make up the hours missed, or take leave without pay (LWOP). If the employee chooses to use either PLT or LWOP they must complete and submit an HR15-Leave Request Form to their Loyola Site Manager.

If an off-site government operated facility is closed after employees arrive for work or they are released early by their Task Lead, employees may flex their work schedule.

If the employee chooses to flex his/her hours, the hours must be made up within the next two (2) pay periods.

If an off-site facility is closed for an extended period, Executive Management reserves the right to arrange for off-site employees to report to a LOYOLA facility.

## **CORPORATE EMPLOYEES**

In times of dire inclement weather, Executive Management will collaborate and make a determination whether the corporate office and Hampton Facility will maintain normal operations, open later in the day, or close for the day.

### **Facility Closed**

If either of the offices is deemed to be closed for a full day, exempt employees will receive their regular pay for the day. Full-time hourly employees will receive a maximum of eight (8) hours of pay for the day.

If either of the offices is closed for more than one (1) day, it is at the President's discretion to determine whether employees will be paid for the additional days of closure.

If either of the offices close after employees have reported to work, the full-time hourly employees will receive eight (8) hours of pay for the day.

If an office closes but is expected to reopen later in the day, employees are expected to be on standby status and be prepared to report to work upon opening. Full-time hourly employees will receive a maximum of eight (8) hours of pay for the day.

Upon management approval, an employee may work from home.

### **Facility Open**

If an employee elects not to report to work on a facility open day, the employee can use personal leave time (PLT), flex their work schedule and make up the hours missed, or take leave without pay (LWOP).

If a full-time hourly employee elects to leave work early before the facility is deemed closed, the employee can use personal leave time (PLT) or flex their work schedule and make up the hours missed.

If the employee chooses to flex his/her hours, the hours must be made up within the next two (2) pay periods.