



Inclement Weather Policy

Policy Statement

BBK Consulting, Inc. (the Company) is committed to being fully prepared during inclement weather conditions. While it is understood that during such conditions employees may have difficulty in arriving and departing from work, it is expected that the employee will make an effort to reach work, if at all possible. Inclement weather is described as a weather condition which causes a major disruption to roads and the operation of businesses and schools in the relevant area.

Purpose

The purpose of this policy is to outline practices and procedures in place at BBK Consulting, Inc. to be followed during inclement weather.

Definition

Inclement weather in our region is defined as extreme snow or ice which prohibits employees from driving safely to the office location.

Procedure

Employee Responsibilities

It is the responsibility of each employee to be aware of possible barriers to getting to work due to the weather and have an alternate plan on how to get to work safely. This could include working from home, leaving for work early, carpooling or using transit.

All employees must make arrangements with their manager to work from home if working from home is an option. Management employees must get approval from their manager before leaving.

Inclement weather occurring during work hours: If inclement weather develops during work hours and the office closes early, employees will be paid for a normal workday regardless of the number of hours actually worked. Absent employees will not be paid unless paid time off has been used for the day.

Use of vacation/personal time: If the office is not officially closed but inclement weather forces an employee to remain home, the employee may work at home with their manager's approval. Employees will not be paid for the day *if they fail to contact their manager*, however, the employee may use a vacation or personal day to compensate for the lost time.