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| Subject: Inclement Weather                                | Date Approved: April 1, 2009   |
| Approved by: Executive Director                           | Date Revised: November 11, 2014<br>January 17, 2014<br>November 30, 2010 |
| Specific to: All Staff, Board of Directors and Volunteers | Next Review Date: September 2017   |

**POLICY:**

The North Huron Family Health Team (NH FHT) acknowledges that there will be occasions when employees will experience difficulty getting to work due to inclement weather. In the event that an employee chooses not to travel to work due to the condition of roads or weather, or if the roads are closed, the employee may proceed with any combination of the following:

- lieu time or vacation
- work extra hours to make up any hours not worked
- work from home if work is available

Under no circumstances are employees to drive on closed roadways in order to come to work. The FHT will try to remain open so employees that live in town can report to work if (at staff's discretion) they can arrive safely. Under severe conditions, the Executive Director or designate may close the office due to weather. Staff will be notified via email as soon as the call is made. All attempts will be made to make the call by 7:00am. In such a case where the office is deemed closed, NH FHT staff will receive time off with pay.

If an employee does not make it into work for a whole or part day due to inclement weather, a time off request must be submitted through Advanced Tracker no later than the day following inclement weather.