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organization.**

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INCLEMENT WEATHER

The Company does not wish to place any employee in jeopardy of personal injury or property damage because of this policy. Your safety is the Company's concern. All reasonable considerations will be taken when deciding to open or keep the offices open during severe weather. In the event that heavy snow or other severe weather occurs during non-working hours, the management will attempt to communicate the office closing to all employees through a variety of sources (i.e. local television, radio, company voicemail, etc.)

If severe weather conditions occur during work hours, the president will notify each manager of early dismissal procedures.

Compensation for the varying situations in severe weather is indicated below:

1. When a snow day has been officially declared by the president, you will receive no pay for the hours you would normally have worked that day.
2. If you report to work, and the office closes early due to inclement weather and you remained at work until the time of closing, you will be paid a minimum of four hours of pay or the actual number of hours you worked, whichever is greater.
3. When your facility is not officially closed, and you do not arrive at work, you will be given the option of taking vacation or taking the absence without pay. If you choose not to take vacation or have no vacation accrued; the absence will be without pay.