**INCLEMENT WEATHER SUSPENDED OPERATIONS**

**Policy Number:** (Policy Number)

**Effective Date:** (Click here to enter a date)

**Applies To:** Applies to all employees of the (Agency Name).

**Sources:** State rule – [WAC 357-31-255 Inclement Weather](http://apps.leg.wa.gov/WAC/default.aspx?cite=357-31-255)

State rule – [WAC 357-31-260 When to Suspend Operations](http://apps.leg.wa.gov/WAC/default.aspx?cite=357-31-260)

State rule – [WAC 357-31-265 Suspended Operations Leave Usage](http://apps.leg.wa.gov/WAC/default.aspx?cite=357-31-265)

State rule – [WAC 357-31-270 Suspended Operations Rate of Pay](http://apps.leg.wa.gov/WAC/default.aspx?cite=357-31-270)

State rule – [WAC 357-31-275 Procedure for Suspended Operations](http://apps.leg.wa.gov/WAC/default.aspx?cite=357-31-275)

**Approved by:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of Agency Director), AGENCY DIRECTOR

**Purpose - To outline the** (Agency Name) **policy and procedures during inclement weather events or other natural disasters.**

**Definitions**

**Inclement Weather** - For the purposes of this policy, inclement weather includes severe conditions that constitute a hazardous weather event, where local weather conditions prevent or significantly affect employees from traveling to or departing from the workplace. These conditions include heavy snow and ice that make roadways and walkways treacherous or impassable as well as dangerous wind, rain, and other conditions related to extreme weather events. Only the agency director or designee has the authority to designate conditions as inclement weather.

**Suspended Operations** - For the purposes of this policy, suspended operations include severe conditions that constitute a severe weather event or conditions (e.g., earthquake, fire, flood) that prohibit the agency from commencing operations or remaining operational. Only the agency director or designee has the authority to suspend operations.

**Policy Statement**

**Inclement Weather -** The agency director or designee will issue an all staff email on days when weather conditions are considered inclement. The message will include the building locations that are affected and the amount of time that an employee may be tardy or released early without a loss in pay for the specific occurrence.

Employees who report late to work or leave the worksite early due to inclement weather will be allowed to use inclement weather leave for the designated number of hours communicated via email. Employees will be allowed to use accrued leave or leave without pay for reasons of inclement weather beyond the approved number of hours. Authorized leave types may include:

1. Accrued compensatory time or exchange time.
2. Accrued vacation time.
3. Accrued sick leave (3 days maximum per calendar year).
4. Leave without pay.

When an employee is absent for an entire work shift, a full shift of accrued leave or leave without pay must be submitted. Inclement weather leave does not apply. Authorized leave types may include:

1. Accrued compensatory time or exchange time.
2. Accrued vacation time.
3. Accrued sick leave (3 days maximum per calendar year).
4. Leave without pay.

**Suspended Operations** - When it is determined that public safety, health or property is jeopardized due to emergency conditions, the agency director or designee may suspend operations for the entire agency or a portion of the agency for a period of time that is no longer than 15 consecutive calendar days without director approval.

Notice of suspended operations will be provided to employees, in advance when possible, via the following avenues:

* Emergency number message (1.800.XXX.XXXX).
* Local radio or television station announcements.
* All staff email.
* Signage at the impacted worksite.

If advance notice is not possible, each building at the (Agency Name) that will suspend operations will have a sign posted at the building’s entrance with notification and the emergency number message will be updated accordingly. Employees will be expected to report for work the following day unless otherwise directed at the time of operations’ suspension. No use of leave will be required due to suspended operations.

Employees not required to work during suspended operations will not experience a loss in pay and will not be required to submit leave. When an employee is already on pre-approved leave, their leave will still apply.

Any employee required to report to work during suspended operations will be compensated as follows:

* Over-time eligible employees will accrue compensatory time at a rate of time plus one half of the time worked during the closure.
* Over-time exempt employees will accrue exchange time at a rate of hour for hour of time worked during the closure.