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| A picture containing logo  Description automatically generated | Policy Subject:  | **Inclement Weather** |
| Manual Section: Human ResourcesNumber of Pages: 12 | Policy Number:**129** |
| Originating Unit: Human Resources | Effective Date:Rev 11/16/2022 |

CareLink expects its employees to use sound judgment on determining if they should attempt to go to work during inclement weather.

CareLink does not anticipate closing its facilities due to inclement weather. Under hazardous travel conditions, should it not be possible for an employee to report to work as scheduled notification should be made to her/his immediate supervisor at least one hour prior to the beginning of her/his workday.

Regular Full Time and Regular Part Time employees will be charged Annual Leave. If in an approved position, employee may request to telework from home. Should road conditions improve, employees are expected to report to work for the balance of the day.