



POLICY FOR INCLEMENT WEATHER CLOSINGS

WHEN THE Y DOES NOT OPEN FOR BUSINESS DUE TO INCLEMENT WEATHER:

All full time exempt staff, full time hourly staff, and part time with benefits staff will be paid for their entire scheduled shift on the day the Y is closed. (If someone took an "inclement weather day" as a holiday, vacation day or sick day, they cannot "trade the day back".)

Part time staff without benefits do not receive any pay.

WHEN THE Y CLOSSES EARLY:

All full time exempt staff and full time hourly staff will be paid for their entire scheduled shift if they have already reported to work for their scheduled shift or their scheduled shift begins after the early closing time.

If staff choose to leave early (before the Y decides to close) or choose on their own not to come in for all or part of their shift, they will need to take a holiday or vacation day (it cannot be a sick day).

Part time with benefits staff who have already reported to work, or whose shifts are scheduled to begin after the Y closes will be paid for their entire scheduled shift.

Part time staff without benefits:

- who started their shift and worked until the Y closed will be paid for their entire scheduled time.
- who make the decision on their own to leave early because of the weather, will get paid only for the amount of time they actually worked.
- who are scheduled to work a shift, but cannot report to work because the Y is closed, do not get paid.

WHEN THE Y HAS A DELAYED OPENING:

All full time exempt staff and full time hourly staff who report to work for their scheduled shift when the Y opens will be paid for their entire scheduled shift. All full time staff are expected to come to work when the Y is open after a delay unless less than half of their shift remains. If a full time employee chooses not to come in to work, they must use a holiday or vacation day.

Part time staff with benefits who were scheduled to work prior to the YMCA's opening will be paid for their entire shift.

Part time staff without benefits who are scheduled to work a shift, but cannot report to work because the Y is closed, do not get paid.

WHEN THE Y IS OPEN BUT CLASSES ARE CANCELLED:

Full time employees are required to report to work even if their classes are cancelled. If a full time employee chooses not to come in to work because their classes have been cancelled, they must use a holiday or vacation day.

Program directors are expected to find duties for full time employees whose classes are cancelled even if it means taking away a shift from a part time employee.