

TOWN OF BLOOMFIELD

POLICY MEMORANDUM

SUBJECT:	Severe Inclement Weather Leave Policy For Nonessential Personnel	NO:	145.01
DISTRIBUTION:	All Departments	DATE:	2-19-14
		AMENDED:	3-16-18
		BY:	Cindy Coville
			Director of Human Resources
		APPROVED:	

I. PURPOSE

The purpose of this Policy Memorandum is to formalize and communicate the policy regarding time reporting and use of leave for severe inclement weather for nonessential personnel. For the purpose of this policy, employees designated as essential personnel will be determined by the Town Manager or his/her designee.

II. RESPONSIBILITY

It is the responsibility of supervisors to communicate this policy to their employees. Supervisors are also responsible for adherence to this policy and proper reporting of time.

III. FORMS

None

IV. PROCEDURE

- A. Any employee who does not feel safe commuting to work during severe inclement weather may use leave time (vacation/personal/compensatory/perfect attendance) if such leave is available and is approved by the Department or Division Head. This leave may be requested on the day of the storm for purposes of this policy only.

- B. The Town Manager or his/her designee in his/her absence will make the determination as to when Town buildings will open late, close early or be closed for the entire day due to inclement weather. Notification of the time of closure will be sent to Department Heads by the Town Manager's office via text message. It is the responsibility of the Department Heads to notify their employees.

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- C. The Town Manager or his/her designee will make attempts to notify the public regarding the closing of Town buildings via the following:
 - a. Website
 - b. BATV
 - c. Electronic Boards
 - d. Public Media (Radio, TV)
- D. Employees shall not suffer any loss of pay and shall not be charged accrued time when town buildings are closed for the entire day. However, this provision shall not apply to employees who, prior to the day in question that the Town buildings are closed, had already requested and received approval to be off on said day (vacation, personal leave, etc.) for any reason.
- E. In the event that the Town buildings are opened late or closed early due to inclement weather, employees who were at work should report the time that the Town buildings were closed as LWP STRM (Leave With Pay Storm) on their time sheet. Employees who were on approved leave for any reason on the day that Town buildings closed early or opened late are not eligible for LWP STRM even if the leave was approved on the day of the inclement weather.