## 506 - INCLEMENT WEATHER LEAVE

Whenever it is determined that the health or safety of citizens or employees would be placed at risk or that conditions or events prevent performance of regular operations, services or responsibilities, City offices or a subsection thereof may be closed. The City Manager shall make decisions regarding the conditions affecting the closure. In situations regarding inclement weather, the Director of Public Works, Wastewater, Police and Fire will determine the requirements for their department’s operation.

Regular employees will receive their regular pay if the City Manager announces that offices are closed. Part-time regular employees, who are scheduled to work when the City announces offices and facilities are closed, will be paid for the hours they were scheduled to work when the closure occurred. However, if City offices are not closed and the employee determines it is not safe to travel, they may use accumulated vacation or compensatory leave.

If inclement weather or other emergency conditions develop during the workday, employees will be notified by telephone and/or email of any authorized changes to normal work hours. If such conditions develop during the night and warrant delayed opening or official closing, official announcements will be made by posting notice on the City’s website ([www.columbiatn.com](http://www.columbiatn.com)) or employees may call (931) 560-1599.