***Current language in handbook below:***

## Office Closures

When weather conditions or other unforeseen events warrant, the Town may notify its non-essential employees that the offices will be closed for the day. If the Town closes its offices for the day, non-exempt employees will not be paid for the closure. Non-exempt employees, however, may use any available PTO for such situations.

***Amended policy below:***

## Inclement Weather / Office Closures

During inclement weather, the Town of Smyrna will often remain open so that it may continue serving its citizens. During these times, employees are expected to make reasonable efforts to report to work as usual. However, if an employee is unable to report to work, due to inclement weather, he/she will be permitted to use PTO to cover their absence or tardiness. In these occasions, all employees are expected to notify their supervisor and report their tardiness/absence in accordance with the Town’s attendance policy.

Occasionally, inclement weather or other unforeseen events may require the closing of the Town’s non-essential offices for the day. In these rare situations, all full-time employees in non-essential offices should not report to work. They will be paid for this mandatory time off. Part–time employees from non-essential offices will be paid for their originally scheduled work hours. Non-essential employees may be required to report for a portion of the day by their department head due to business necessity. In these circumstances, employees will be paid in accordance with the Town’s Call In pay policy. Employees from essential departments will report to work as originally scheduled.

*\*Essential departments include the Police Department, Fire Department, Water Plant, and the Waste Water Plant.*

On days when weather conditions get progressively worse, the Town may elect to close offices early. In these circumstances, the Town will decide when to close and if the closing is mandatory. Employees will be expected to remain at work until the official announcement has been made from the Town unless otherwise authorized by their department heads or if their shift ends prior to word being given. If an employee decides to leave prior to the mandated office closing time, he/she will be expected to use PTO to cover their absence.