



Inclement Weather Policy

Employee safety is our top priority, and the purpose of this policy is to provide guidance and clarity regarding work arrangements during adverse weather conditions when employee safety is a concern.

Inclement weather is defined as severe or harsh weather that interferes with your ability to travel safely. This weather could include rain, snow, ice, sleet or any combination of these.

In the event of inclement weather, the responsibility for deciding whether traveling to work is too risky will rest upon each individual. If you choose not to report to work or will arrive late, reach out to your supervisor for further guidance.

While the use of paid leave will be permitted for those employees who feel that inclement weather conditions require their absence from work. There may be instances where you are able to work from home or modify your work schedule to make up for missed hours. Please check with your supervisor if you have any questions about these options, otherwise if you do not have any paid leave time available, then your time may be unpaid.

If under extraordinary circumstances the office closes, Future In Sight uses the Text-Em-All system to notify staff of weather-related closures and delays. In the event of an office closure or delay, you will be notified in the form of a text at the Cell/Other number listed in the staff directory. Please verify that the phone number listed for you is accurate. When/if you receive this text, reach out to your supervisor for expectations regarding how to spend your day.