**Carrabassett** **Valley Public Library**

**INCLEMENT WEATHER**

Storm closings shall be declared by the Library Director upon consideration of school closings, road conditions, and weather forecasts. The public will be notified through announcements on WSKI, Facebook, and the Library answering machine. Regular part-time employees whose average work week is 20 or more hours and who are scheduled to work on the day of closure will be paid for hours missed due to storm closings.

An employee who expects to be delayed or is unable to get to work because of storm conditions should notify a supervisor as soon as possible. With the approval of their supervisor an employee who arrives after the start of their scheduled shift may work the lost time at the end of their shift, be unpaid for that time, or use accrued vacation time.

Absent an official closing, an employee who wishes to leave work early because of impending storm conditions may do so only with his/her supervisor’s permission and may not be paid for that time except from accrued vacation time.

Established November 14, 2012