

		<b>Policy Title: Inclement Weather</b>
<b>Section: General</b>	<b>Effective Date:</b>	<b>Policy No: HR-110</b>
	<b>Review Dates: 1/1/15</b>	
	<b>Revised:</b>	
<b>MMG Business Unit: Human Resources</b>		<b>Interpretation: Vice President, Human Resources</b>

**Purpose:** In keeping with the goal of providing customers and patients with optimum and uninterrupted services, regularly scheduled business activities are rarely suspended. Employees are required to report for work, unless otherwise instructed by a formal announcement by Employer management. Management has the responsibility to make any and all decisions regarding work suspension or employee recall.

**Scope:** This policy applies to all employees.

**Definitions:**

**Policy:** Management is responsible for determining if operations should be closed due to inclement weather.

When severe conditions occur during non-working hours where management has insufficient time to assess impact of conditions on employees' ability to report for work, employees are required to make a good faith effort to report for work at their regularly scheduled time. Employees who do not report to work will not be paid. However, an employee may use PTO for such lost time.

Management will continue to assess weather conditions. Employees will be advised as soon as possible if and when MMG decides to suspend regular business operations.

Weather conditions may possibly reduce the normal available workforce, and in such cases, management may allocate available employees to priority work assignments, as necessary for the continuance of business operations.

If inclement weather conditions occur during regular working hours, business operations normally will be conducted in the customary manner until the conclusion of the shift. Any decision to suspend operations prior to the end of the shift will be conveyed to employees through supervision and employees

may use PTO to receive pay for any lost time.

**Exception  
Provisions:**

If any provision of this policy conflicts with an express provision(s) of an applicable collective bargaining agreement or letter of understanding, the latter shall supersede this policy to the extent necessary to comply with contractual obligations.

**References or  
Appendices:**