

1. Purpose

Northern Lights Library System (NLLS) is committed to ensuring employee safety while maintaining operational continuity during inclement weather and extraordinary circumstances. This policy outlines procedures for facility closures, employee work expectations, and communication protocols during severe weather events or other emergency conditions.

2. Facility Closures Due to Inclement Weather

- The Executive Director or designate has the authority to close the NLLS facility when deemed necessary due to:
 - Severe weather warnings issued by Environment Canada.
 - Road closures affecting a significant portion of employees.
 - Facility hazards (e.g., power outages, lack of heat, flooding).
- Closure announcements will be made by 7:00 AM whenever possible to allow employees to plan accordingly.

2.1 Employee Pay & Work Expectations During Facility Closures

- Employees scheduled to work will receive regular pay when the facility is closed.
 - If remote work is feasible, managers may assign remote work tasks to employees.
 - Employees unable to work remotely during a closure will still be paid as if working on-site.
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3. Facility Open – Employee Options & Remote Work

If the facility remains open during inclement weather:

- Employees may report to work as usual and receive normal pay.
- Employees who elect not to report to work may:
 - Request remote work, subject to department manager approval and operational needs as determined solely by management.
 - Use accrued lieu time, or vacation time (in that order).
 - Take the day as unpaid leave if no paid leave time is available.

3.1 Remote Work Approval

- Employees must obtain approval from their department manager before working remotely.

- Remote work approval is not automatic and will be based on:
 - Operational needs as determined solely by management.
 - The feasibility of remote work for the employee's role.
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4. Communication of Closures

- Closure decisions will be made and communicated as early as possible, with an aim to notify employees by 7:00 AM.
 - Employees will be informed through pre-determined communication channels, by their manager or designate.
 - The Executive Director will also notify the Board Chair of any closures.
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5. Compliance & Enforcement

- Employees must follow the procedures outlined in this policy for reporting absences and requesting remote work.
- Department managers are responsible for ensuring proper communication and approval processes during inclement weather events.

NLLS Executive Board Chair

Date of Approval