


<b>Category:</b>	Compensation and Benefits	<b>INCA Community Services Personnel Policy</b>  
<b>Sub Category:</b>	Leave Policies	
<b>Effective Date:</b>	1/2005	
<b>Revised Date:</b>	11/2011	
<b>Forms:</b>		
Responsible: Executive Director/ Leadership and Management Teams		
<b>Inclement Weather Policy</b>		
<b>Policy</b>		
<p>INCA is committed to the safety and security of its staff, program participants and visitors during inclement weather. The decision whether the agency should close or remain open is based on the overall concern for the communities we serve. INCA's practice will be to remain open to conduct business as usual during periods of inclement weather, except as noted in this policy statement.</p>		
<b>Guidelines</b>		
<ul style="list-style-type: none"> <li>• All employees are expected to report to work at their regularly scheduled workday unless notified that the facility is closed due to inclement weather.</li> <li>• If an employee believes s/he cannot commute safely between his/her home and place of work during periods of inclement weather, the employee is required to notify his/her supervisor and use annual leave to cover the time off.</li> <li>• Head Start classrooms will be closed to the students in conjunction with decision made by the local school district.</li> <li>• The Executive Director will make the decision if a worksite is to be closed due to severe weather conditions.</li> <li>• Administrative Leave will be given to employees for the time that worksite is closed by the Executive Director for severe weather conditions.</li> </ul>		
<b>Dissemination of Policy</b>		
<p>The policy will be made available to all employees through the agency's website. The agency will educate and train employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.</p>		