



MUNICIPALITY OF ROBLIN POLICIES AND PROCEDURES MANUAL

Section: Employees	Policy No.: EMP-008
Subject: Inclement Weather Policy	Date Issued: January 25, 2022
Resolution No.: 2022-035	Revision Date:

INTENT:

The Municipality of Roblin will remain open during most periods of inclement weather; however, where extraordinary circumstances warrant, due to weather or other unforeseen business interruption, the municipality reserves the right to close the facility.

PROCEDURE:

Facility Closed

If the facility is announced to be closed on a given day, staff will receive regular pay for the day of closure.

Facility Open

If the facility remains open on an adverse weather day, employee's who report to work will receive their normal pay for the day.

If an employee elects not to report to work on a facility open day, the employee can elect to:

- 1) use banked time for the missed day;
- 2) use a vacation day; or
- 3) the employee will not be paid for the day.

Regardless of whether the facility remains open or closed on an inclement day, it is each employee's decision to determine if they can safely arrive at work under the conditions. If an employee elects not to work on a given day, the Municipality requires the courtesy of a phone call to your manager or supervisor advising as to your status for the day, prior to the beginning of the workday.