

## 118 – INCLEMENT WEATHER

- A. During inclement weather conditions, each employee must, if safely possible, report to work as scheduled. Any employee who reports to work late or leaves work early while the Court System is open must use annual leave.
- B. If the employee's office is officially closed, the employee will be paid for the hours the employee was originally scheduled to work. If an employee is on scheduled paid leave during the office closure, the employee will not have to use the scheduled paid leave.

The employee must record the office closure paid time as Office Closure on the employee's timesheet.

- C. If a remote working employee's principal place of employment is closed due to an emergency, inclement weather, or other closures including additional closures around holidays, the employee will continue to work at the assigned alternate work location or take leave.
- D. In the event the courts are closed but a judge or justice chooses not to cancel court, any non-exempt staff remaining to assist the judge or justice is entitled to additional compensatory time.

Approved by the Supreme Court 4/1/12; amended 10/2/19 effective 10/1/19; amended 10/1/22