



E-017

Richmond Heights Memorial Library WEATHER AND EMERGENCY CLOSINGS POLICY

In the event the Library Director approves the early closure of the Library and sends employees home prior to the end of their normally scheduled work period, those employees will not be charged any paid time off for leaving early.

Employees regularly scheduled to work on those days in which the Library is closed early, and who do not come to work that day, will be charged paid time off for the total number of hours for which they were scheduled.

In the event the Library Director determines that the Library will not open at all on a given day and employees of the Library are advised not to report to work, employees will not be charged paid time off for that day.

Adopted by the RHML Library Board of Trustees January 16, 2024