

**EARLY CLOSINGS, DELAYED OPENINGS AND OFFICE CLOSURES DUE TO INCLEMENT WEATHER OF OTHER EMERGENT CIRCUMSTANCES**

***(THE FOLLOWING POLICY IS A GUIDE AND SHOULD BE MODIFIED TO THE EXTENT NECESSARY TO REFLECT THE PRACTICE OF THE LOCAL UNIT. ADDITIONALLY, THE LOCAL UNIT MAY PROVIDE THAT IN THE EVENT OF A DELAYED OPENING OR EARLY CLOSING, EMPLOYEES WHO ARE ABLE TO WORK REMOTELY, MUST DO SO AND SHOULD LIKEWISE KEEP TRACK OF THEIR TIME)***

In the event of unsafe conditions, the ***(appropriate employee or public official)*** may authorize the close of operations earlier than the normal working hours. If unsafe conditions exist prior to the scheduled opening of municipal offices, the ***(appropriate employee or public official)*** shall notify Department Heads of a delayed opening and a new opening time. Each Department will have a calling or other reliable system in place to contact their staff. If the employee chooses not to report to work, a **(note municipal policy here)**. Sick time will only be charged for legitimate qualifying reasons established under the New Jersey Earned Sick Leave Law. If work is called off for the day, no time will be charged for the day. This provision does not apply to employees of the Public Works Department, to any personnel who may be required to assist in an emergency or to employees covered under a Collective Bargaining Agreement.

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