

**EASTERN MUNICIPAL WATER DISTRICT
HUMAN RESOURCE MANAGEMENT
POLICIES AND PROCEDURES**



SECTION: Release From Work Because of Weather Conditions	DATE: February 29, 2000	PREPARED BY: Angela Carman
PAGE: 1	REVISION DATE:	APPROVED BY:

POLICY

It is the policy of Eastern Municipal Water District that any scheduled employees who report to work and are subsequently released by management to go home because of weather conditions or an emergency situation will be paid for the entire day.

The decision to release employees under these circumstances must be made by the General Manager or designee.

Employees unable to report to work due to weather conditions must use their existing vacation or floating holiday accruals in order to be paid for the day. As with any other absence, the employee must notify the District in accordance with department and District policy of their absence or they may not be paid.

AUTHORIZED SIGNATURES ON FILE