



WASHINGTON PARISH LIBRARY

Extreme Weather & Emergency Conditions

The Washington Parish Library recognizes that there will be times when extreme weather or emergencies make it impossible for staff to attend or remain at their workplace. The Library has specific protocols for timesheets and attendance in those cases.

Extreme Weather/Emergency Conditions

Washington Parish Library Branches may be closed at the discretion of the Director at times of severe weather disturbances (such as tornadoes, hurricanes, floods, or other "Acts of God") which may endanger human life. The Library Director will notify the Branch Managers and President of the Board about weather/emergency preparations. Managers will be responsible for informing their staff.

- When the Library agency is opened but must be closed by reason of an emergency declaration by proclamation of Library Board, Library Director, Governor, Parish President or other government official, all regular full-time and part-time employees will be paid for their scheduled hours at the time of closure. Employees that were not scheduled to work will not be paid.

**** Note:** If you were already scheduled to be off using sick leave, vacation leave or PTO at the time of the decision to close the library you cannot rescind leave paperwork. ******

- When the Library agency is closed prior to normal business hours as recommended by the Library Board, Library Director, Governor, Parish President, or other government official, both regular full-time and part-time employees will be paid for their scheduled hours.
- When the Library is open but extreme weather conditions make it impossible

for a staff member to arrive at the regular time, reasonable allowances for lateness will be made. If the employee cannot report for work within a reasonable period of time, they may charge the day off to vacation time, PTO, or leave-without-pay. If an employee is unable to make it to work, it is their responsibility to inform their immediate supervisor.