

## Incllement Weather

The Town of Nags Head offices will ordinarily remain open during periods of inclement weather. However, there may be extraordinary circumstances in which the Town Manager may authorize to close Town offices due to hazardous conditions and severe weather.

The Town has the responsibility for emergency services 24 hours a day, seven (7) days a week. As such, certain positions are designated as essential personnel and are expected to report to work during office closures. Note that positions designated as essential personnel may change as roles and the needs of the town change with time.

When Town offices are closed due to inclement weather, non-essential personnel will be provided paid storm leave during their scheduled workdays. When the office re-opens, all staff are expected to report back to work. If a staff member is unable to report back to work once the office re-opens, they will be required to use accrued vacation or compensatory leave for any scheduled working time they will miss. Personnel that have approved vacation or sick leave scheduled during an office closure will be required to use vacation or sick leave during the office closure period.

Essential personnel that report to work during office closures will receive their regular pay in accordance with their regular rate of compensation or salary. In addition, they will be credited with storm compensatory leave for the hours the employee actually reports for work during the office closure up to the maximum shown on the schedule below.

<u>Category</u>	<u>Storm Compensatory Leave Maximum Daily Accrual</u>
Non-exempt	7.5 hours
Exempt	8 hours
Police (except support staff)	8.56 hours
Fire (except support staff)	10 hours

Storm compensatory leave is not considered as hours worked and is not counted in determining whether an employee has worked sufficient hours to receive overtime.

Earned storm compensatory leave may be used when approved by the employee's supervisor (similar to a vacation leave request.) Storm compensatory leave will not be paid out in the event of a separation from employment or used to extend a last day of employment (for example used during a two-week resignation notification period.)