

Pennybyrn at Maryfield

HAZARDOUS WEATHER POLICY



1. **PENNYBYRN DOES NOT CLOSE, REGARDLESS OF THE WEATHER!** Employees should plan ahead. Our residents are depending on you to be here.
2. **EVERY EMPLOYEE** is responsible for being at work, on time, even in the event of hazardous weather. It takes everyone working together for Pennybyrn to run effectively. Absences during hazardous weather will be disciplined and PTO will not be approved or used for missed time. Three absences due to inclement weather will result in termination. These regulations do not apply for scheduled time off that coincidentally occurs during inclement weather.
3. Watch weather and news reports to stay abreast of weather and road conditions.
4. Allow plenty of extra travel time.
5. Public transportation may close so have alternative transportation.
6. Childcare and schools will most likely close, so have alternative care available.
7. Dress appropriately for emergencies while traveling, and bring uniform to change into at work.
8. Department Leaders are responsible for knowing situations regarding their employees.
9. Telephones will be manned in the early morning and early afternoon, as necessary, during hazardous weather conditions.
10. Hollingsworth Landscaping will automatically keep our streets plowed of snow. Stakes are to be placed by Pennybyrn Maintenance Department indicating position of curbs to minimize damage by equipment.
12. Pennybyrn Maintenance and Security will ensure all walks, parking areas, and dangerous parts of the road are sanded, traversable, and safe for everyone. (Salt is not to be used as it is damaging to the roads and walkways.)

PLEASE NOTE:

Pennybyrn Guest Housing may be available to employees for overnight stays.