

Partnership for a Drug-Free NC, Inc.
Inclement Weather and Hazardous Road Conditions Policy

Employees who are unable to get to work because of hazardous driving conditions should immediately notify their immediate supervisor. The employee may use **vacation leave** or **approved** comp time as an offset against time lost. (In current Employee Handbook)

In the event of a catastrophic condition or inclement weather that makes driving conditions dangerous, **the local clinic managers, Clinical Directors for Crossroads area, CenterPoint area, Swain Recovery Center, the Vice Presidents of TASC and the Vice President of Unlimited Success** will determine what action is to be taken, in consultation with the Partnership CEO and/or COO and notify employees and clients through:

- Voice mail announcement on the primary phone line (if possible); and
- Primary designated broadcast media outlet that clients and staff have been informed of in advance; and
- Signage at primary entrances to office locations (if the closing occurs during the workday).

Employees will not be required to use leave time when the office is closed under the above circumstances.

Revised 12/15/05