



**Policy HR 10.5**  
**Unscheduled Library Closures**  
Adopted by the Library Board of Trustees: 2/28/2008  
Revised: 01/24/2013

### **I. Reporting to work**

It is the intent of NOLS that all libraries shall be open and in operation during established working hours. Employees should make a reasonable effort to report to work on a timely basis. Should conditions exist which would prevent employees from reporting to work, it will be the employee's responsibility to contact his or her supervisor to indicate anticipated absence from work or late arrival to work.

During times of inclement weather, natural or man-made disaster or other emergencies, NOLS will endeavor to continue to provide library services. Therefore, unless the Library notifies employees otherwise, employees are expected to make every reasonable effort to report to work without endangering their personal safety.

Any employee unable to report to work as a result of emergency or extreme weather conditions will be given the option of using any form of accrued leave excluding sick leave, or taking time off without pay for time missed if all other leaves are exhausted. The employee shall promptly advise his/her supervisor, as in any other case of late arrival or absence. Unauthorized absences may be subject to discipline. Under exceptional circumstances, with the approval of the supervisor and Library Director, an employee's request to make up the lost time within the pay period may be granted.

### **2. Workplace Closures**

NOLS may close any or all library facilities and cease operations on any regular work day or portion of a work day, on account of extreme weather conditions, natural and man-made disasters, emergencies that threaten employees' welfare or safety, failure or defect in the supply of power or other utilities, strike or other labor trouble, civil disturbance, acts of civil or military authorities, budgetary shortfall, inability to safely staff the branch, or for any other reason, whether similar or dissimilar to the above. Any employee who does not work his or her regularly scheduled hours due to such closure will be given the option of using accrued flex time, any form of accrued leave except sick leave, or taking time off without pay for time missed.

### **3. Administration**

The Library Director is responsible for administration of this policy.