**Policy: Severe Winter Weather**

REVISED: January 13, 2017

PURPOSE: Facility notification regarding shutdown or altered work schedules due to bad weather

SCOPE: All Teledyne Lincoln based employees and temporary staff (Teledyne Isco & Teledyne Shared Services)

**Website Message on Severe Weather impact:**

1. [**www.teledyneisco.com**](http://www.teledyneisco.com)
2. **Company Information**
3. **Inclement Weather**

**OR**

**Phone Message on Severe Weather impact: Call (402) 465-3930**

**OR**

**Alternate Phone Message on Severe Weather impact: Call (402) 464-0231**

POLICY:

* Except in extreme weather conditions, or power outage due to weather, Teledyne Isco will remain open.
* **Communications to Employees** on a facility shut down or altered work schedules will be as follows.
	+ Decision made during 7 am – 4 pm – via emails, speaker announcements and message on plant phone system
	+ Decision made between 4 pm – 7 am – message on plant phone system
		- Management’s goal is to finalize a decision by 5:30 a.m. regarding 1st shift operations.
* **Employee communications to Supervisors**. Employee safety is our primary concern. Employee need to determine if they can arrive safely to work or if they need to leave prior to end of shift to return home safely.
	+ Unable to report to shift – employees are to contact their direct supervisor
	+ Reporting one (1) hour later than standard shift – employees are to contact their direct supervisor
	+ Leaving prior to end of shift - employees are to contact their direct supervisor
* **Compensation & Attendance reporting**
	+ Non- Exempt (hourly) employees can use the below options to record missed time due to severe weather. Missed hours will be coded as “Planned”.
* Vacation
* Sick Leave
* Unpaid time off if they are delayed by less than 4 hours (non-exempt staff only)
* Exempt employees are expected to alter their weekly work schedules to meet their responsibilities and business needs or they may choose to use vacation or Sick Leave for time missed.
* Supervisors have the authority to alter departmental weekly work schedules to meet the weekly needs of the business thus allowing employees to make up lost hours from the severe weather.