

**Wesley Woods Senior Living, Inc.  
Policy and Procedure**

**Subject:** Inclement Weather

**Category:** Human Resources

**Applies To:** Wesley Woods Senior Living, Inc., Entities and Management Affiliates  
Employees

**Approved by:** Terry Barcroft, Chief Operating Officer      **Date Approved:** 02/15/15

**Revised:** 02/01/16, 09/25/24, 01/08/25, 01/21/26

**Policy Number:** 812 (HRS-0812.05)

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**Purpose**

This purpose of this policy seeks to provide guidance to the staff at Wesley Woods Senior Living in the event of Inclement Weather.

**Policy**

It is the policy of Wesley Woods Senior Living, Inc., that care partners and staff scheduled to work are expected to report to work during inclement weather. Resident care activities and responsibilities, including support services, must continue to function properly.

**Administrative Responsibility**

Executive Director/Administrator  
Supervisors  
Human Resources

**Procedure**

Staff should clock in and out as usual for the time worked. Any staff requested by his/her department leadership to be on premises and available to work to avoid staffing shortages will be paid the standard INCLEMENT WEATHER RATE of **\$4.00 per hour** for those non-working hours. During this time, the employee must be free to pursue other activities that might be available to them while they are waiting to start their shift.

Staff remaining on premises for their own convenience will only be paid for time worked and may only work as authorized by their supervisor/manager.

Staff should never leave their duties until replacement staff arrive. In the event relief is unavailable due to inclement weather, staff will be required to stay until the replacement staff has arrived or they are relieved by their supervisor/manager.

Telecommuting during Inclement Weather - Unless it is an emergent situation and the employee has their direct supervisor's/manager's permission, employees shall use Paid Time-Off (PTO) when inclement weather prohibits their travel to work. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not an entitlement; it must be approved by the employee's direct supervisor/manager.

Some examples of emergent situations that would permit supervisor/manager to authorize telecommuting during inclement weather may include, but are not limited to, the performance of duties associated with resident billing, payroll, corporate communications, and other functions necessary to ensure the delivery of resident care.

The supervisor/manager has the discretion to make the decision pre-authorizing the employee to telecommute, deeming that it is appropriate, given the needs of the department.