

## **EMERGENCY CLOSINGS/DELAYED OPENINGS**

The decision to close or delay opening the library in the event of inclement weather or other emergency will be made by the Library Director. If the library will be closed, an announcement will be provided to WXCE (1260AM) and changes made to the library's website and telephone message as soon as possible. The Director will notify affected staff members. In general, the library will follow the lead of the Amery School District.

Library employees are expected to report to work at scheduled starting times under poor weather conditions. In the event of an emergency closing/delayed opening, employees will not be paid for the time missed. However, he/she may elect to use a floating holiday or accumulated vacation, if available, in order to be paid for the time missed. Employees also have the option to make up the missed time during the immediate pay period.

*Approved by the Board of Trustees of the Amery Area Public Library, April 2, 2012.*