



### **SEVERE WEATHER CONDITIONS (EMERGENCY CLOSING)**

In the case of unusually severe weather conditions, at the discretion of the Executive Director, the facilities at 75 Litwin Lane and other day services may be canceled or delayed. In such cases, a special announcement will be made through approved communication channels. The delay announcement will be applicable only for clients unless otherwise noted. Closings and/or delays may not apply to all employees or programs.

If an employee has previously scheduled a planned day off when a Snow Day is called, the employee will retain their PTO for use at a later date.

If a meeting or external event is not cancelled, attendance is required.

Refer to The Emergency Closing Procedure that is distributed each fall for more details.