

Inclement Weather Procedure/Policy for the YWCA of Central Virginia

In the case of inclement weather (a snowstorm, ice storm, blizzard, tornado, etc...) the YWCA of Central Virginia will ask each staff member to follow the guidelines below.

1. If you are at your home and coming into work, contact your immediate supervisor to determine if the YWCA and/or DVPC have been closed due to the weather situation.
2. If the Town Center/DVPC will be closing, you may remain at home and the day will be considered a "weather day" with no loss of benefit time to salaried employees.
3. If the Town Center or DVPC has remained open, you will be expected to report to work. *Note: You should never try to come into work if you feel that you would be in danger of doing so. You can choose to stay at home and "makeup" your work time in coordination with your supervisor. Although your time will have to be made up, you will not be in danger of any disciplinary action.* Additionally, if the Town Center closes but the DVPC stays open and fully staffed, Town Center employees may be required to make up their time for that day. Alternately, if the DVPC closes and the Town Center is open and fully staffed, the DVPC employees may be required to make up their time for that day. This will be up to the Executive Director or Director respectively.
4. If you are at work and the weather event occurs, the Executive Director or DVPC Director will make a determination as to whether or not the location will be closed. In this case, you will not be required to make up your time. *Note: If the location doesn't close and you feel that you need to leave early for your safety, you may do so without being in danger of disciplinary action although you may have to make up any time lost.*

The YWCA of Central Virginia wants each of their employees to be safe during a weather event. It is each employee's responsibility to be in contact with his or her supervisor during these times.

Please note that if you are out due to benefit time and a weather event occurs, you will not be able to claim a "weather day" in exchange for a benefit day. Any previously scheduled vacation days, personal days or sick days will be paid for as such and you will not be awarded an additional day due to weather.