6B. **Bad Weather/Emergency Closing**

Except for regularly scheduled holidays identified by Morrow County (see "Holidays" section, above), Morrow County is open for business on Mondays through Fridays during normal business hours. If there are circumstances beyond the County's control, such as inclement weather, a national crisis, or other emergencies that make one or more County office locations inaccessible for all or part of a regularly scheduled workday, the Department Head will decide whether or not to close, and to what extent Morrow County will close.

In the event of extreme bad weather, we recognize that each employee's ability to safely reach work may be different. If an employee cannot safely report to work in such circumstances, the employee should contact their Supervisor and submit accrued leave time in place of regularly scheduled hours. If staff cannot reach the office and are able to serve Morrow County from home, he/she should do so, subject to approval by the Supervisor. Safety and a trustworthy approach should be your guides.

When weather conditions require the closing of a County office within the employee's regularly scheduled work and the employee is ordered home by his/her Department Head, such employee shall not suffer loss of pay for that day. Should the County office remain closed for additional days, such employees may apply accrued vacation or compensatory time for their regularly scheduled shift.

If the County has not attempted to notify an employee not to report to work and the employee reports as scheduled, he/she shall be provided a minimum of 2 hours pay.