

Procedure: Severe Weather Procedure
Type: Administrative (ADM) / Human Resources
Applicable To: Cooperman Barnabas Medical Center
Procedure owner: Human Resources
Effective date: 4/1/2024
Approved by: Human Resources Vice President
1. Purpose Statement: To ensure that Cooperman Barnabas Medical Center is able to provide continuous care to our patients in spite of weather conditions.
2. Acronyms: There are no acronyms associated to this document.

3. Procedure: (NOTE CAUTIONS IN *BOLD ITALICS*** BEFORE STEP)**

Performed By (title/area)	Required Action Steps	Supplemental Guidance
	<p>The following procedure shall apply to employees on all shifts:</p> <ol style="list-style-type: none"> 1. An allowance of up to two hours may be made for safe arrival provided the employee's location and/or travel conditions warrant such consideration. This allowance is made from the employee's regularly scheduled starting time. Employees reporting within the two-hour period will be paid for their entire shift. Employees reporting to work more than two hours late will be docked for the entire length of the lateness. (Any exceptions must be approved by the Human Resources Department.) 	<p>New employees to your department should be advised of the policy as part of your departmental orientation.</p>
	<ol style="list-style-type: none"> 2. If an employee calls in sick, the employee must provide satisfactory medical documentation from a physician in order to receive sick pay for the day, otherwise, they will not be paid. If the occurrence of sickness begins the shift before the severe weather day and continues 	

	<p>into the severe weather day, this requirement for a physician's note will not apply in order to receive sick pay for the severe weather day. However, the usual requirement for a physician's note for any sick absence of three (3) days or more remains applicable.</p> <p>An employee will not be penalized for any time used covered by public policy.</p>	
	<p>3. If an employee wishes to leave before the end of the shift and if it is determined by the Management Team Member and Department Head that such departures will not create an undue hardship on patient care, the employee may be allowed to leave early. Hourly (non-exempt) employees will be docked for this time unless the employee uses accrued vacation time. Department Heads may use their discretion involving salaried (exempt) employees.</p>	
	<p>4. If an employee fails to report to work on a severe weather condition day, the employee will not receive any compensation or paid time off for that day. Requests for a personal day, vacation day or holiday may be granted at the discretion of the Department Head and the Senior Management Team member.</p>	
	<p>5. Should a department close due to severe weather conditions, employees may be reassigned to patient care areas in need of additional staff. Should this need not exist, employees may be sent home. At the employee's option,</p>	

	<p>they may use accrued time available or go without pay.</p> <p>Additionally, each Department Head / Nurse Manager should:</p> <ul style="list-style-type: none">✓ Provide each supervisory employee in your department with a copy of this policy and be sure that they understand it.✓ Re-inform employees on all shifts of the policy on an annual basis. A copy of this policy should be posted in your department.	

4. Related Documents:

Document Type	Document Name
Policy	
Job aids	
Patient/family education materials	
Resources	
Forms	
Regulatory references	