



Closed Due to Weather or other Paid Time-Off

[*Owner: Office of Human Resources*]

In the event the Diocesan Offices are closed due to weather conditions or other unforeseen reason, employees, whether full-time or part-time, who are regularly scheduled to work, will be compensated as Paid Time Off for up to the # of hours regularly scheduled to work. If an employee is on another scheduled leave (vacation, medical, etc) during this time, the employee must use the scheduled leave time.

Sometimes an employee's position may require them to work during a closure. All time worked should be recorded in the electronic timekeeping system. If an employee works a regular schedule during a closure, the employee will be paid regular compensation. If the employee works a partial schedule, the employee will receive paid time off only up to the regular # of hours scheduled to work.

This Paid Time Off leave is considered a non-productive paid time and not counted as actual work time for the purposes of overtime pay.

Example: If the offices are closed and employee works 3 hours that day; 4 hours of paid time off will be given so that the employee earns a total of 7 hours of compensation. 3 hours will be at regular pay and will count as productive hours for the purposes of calculating overtime pay and the other 4 hours will be recorded as Paid Time Off and will not count toward calculation of overtime pay.