

# ***SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY***

## ADMINISTRATIVE POLICY

**NUMBER: BA025**

**NAME: INCLEMENT WEATHER AND SNOW DAY POLICY**

|                        |            |                       |
|------------------------|------------|-----------------------|
| INITIAL APPROVAL DATE: | 04/26/1994 | BY: Sanilac CMH Board |
| (LAST) REVISION DATE:  | 01/14/2025 | BY: CEO               |
| (LAST) REVIEW DATE:    | 01/16/2025 | BY: Policy Committee  |
| DISCONTINUED DATE:     | N/A        | REPLACED BY: N/A      |

**I. PURPOSE**

To provide staff with parameters when dealing with inclement and winter weather during regular work hours.

**II. APPLICATION**

Populations: **NA**

Programs: **Direct - ALL**  
**Contracted - ALL**

**III. POLICY**

It is the Agency philosophy that staff should not risk their lives to attend work. Every employee is unique in both his/her home location and stress tolerance for driving in inclement or wintery conditions. Each person is the best judge of their particular situation and is therefore responsible for requesting time off in any situation where driving to work is unsafe due to weather conditions, other than when the Agency is closed due to winter weather.

Additionally, it is the policy of the Sanilac County Community Mental Health Authority Board (Sanilac CMH) that services may be curtailed, closed, or otherwise restricted due to severe weather situations that could affect the health and safety of individuals receiving services and staff.

**IV. DEFINITIONS**

Inclement Weather – Unpleasant weather that is severe, rough, rainy or snowy.

Winter Weather – Unpleasant weather that involves major snow and/or ice accumulation as well as severely cold temperatures.

**V. STANDARDS**

When inclement or winter weather, or other natural dangers, present the potential for hazardous driving, the CEO will, based upon communication with the County Administrator's office, determine whether Sanilac CMH programs will be closed due to those conditions. Such decisions will be made only for the most severe weather emergencies and whenever possible, the decision to close will be made prior to the beginning of the program day. Should it be

determined that the offices will be closed, the CEO or Executive Administrative Assistants will notify the radio stations in Sanilac County.

Sanilac CMH will also use group texting as a fast and efficient means to notify staff of Agency closings. All Agency staff will be provided with the information necessary to subscribe (free of subscription charge) to the service that will allow them to receive group messaging from CMH Administration. Staff will be responsible for their normal costs associated with texting on their phone service and should consider this before subscribing.

Notification of Agency closings shall also be provided to:

- Individuals who receive services who request text notification via the EMR/OASIS;
- CMHAM (Board Association) via email;
- Region 10/Access via email;
- Lapeer CMH, Genesee CMH and St. Clair CMH via email; and
- Posted to the Sanilac CMH Facebook page by the Community Relations staff.

The CEO or Executive Administrative Assistants will send a text to the CMH group to notify of the decision to close programs immediately and will take lead in notifying the locally relevant radio stations. CMH staff who choose not to receive these texts will be notified of Agency closing via the radio broadcasts. Internal Agency Officers and Program Supervisors may make arrangements to call staff under their supervision to notify of Agency closures if they deem it necessary to do so.

Agency staff should take the following steps in cases of adverse weather:

1. Monitor their cell phone and/or any of the following radio stations on all mornings where the opening of the Agency is in question.

WMIC – AM 660 (Sandusky), or  
WTGV – FM 97.7 (Sandusky), or

2. If you receive a text message from CMH or hear via the radio that “all Sanilac CMH offices are closed,” you need not report to work. If staff are unable to get information via monitoring of those stations and question whether Agency offices are closed, they may contact their immediate Supervisor for clarification. This will be considered a snow day, and, in this situation, staff will be paid for the hours they are scheduled to work as Emergency paid time, capped at 7.5 hours for staff working 37.5 hours/week, capped at 8 hours for staff working 40 hours/week. If the staff is on a schedule that allows for more than 7.5 or 8 hours of work (as noted above), they may elect to either flex over another day or use PTO to make up the difference.
3. The public transportation agency and the homes of individuals who attend or participate in Skill Building and Community Living Services will be notified of the closing by telephone if the program day is in session. AFC Providers and family members must provide a reliable telephone number to Sanilac CMH for this purpose and other emergencies.
4. Skill Building and Community Living Services programs will not normally close early solely because of adverse weather conditions. If public transportation shuts down early or is closed due to adverse weather conditions, Sanilac CMH may still be open. Services will still

be available to those who have available means of transportation even if public transportation is not operating.

5. If the Sanilac CMH offices are not closed, but you determine that you cannot safely make it into work, and Sanilac Transportation Corporation or a school district is closed for inclement or winter weather between the staff's home and Sanilac CMH offices, the staff person should contact their supervisor and request permission to use PTO. Time off must be used in the following order: PTO then frozen sick time. If staff have no accumulated time, they can be granted a day without pay.
6. Staff who previously submitted requests for a day off work, must take that day as it was requested. In other words, staff cannot use it as a snow day. Timesheets must reflect the PTO or frozen sick time as it was requested. If the reason a staff member requested accumulated time is snow related, the staff member will not be charged for time in which the Agency is closed for snow on that day. Staff may apprise their supervisor, at the time of the request, and indicate on their application for leave that their request is snow related.
7. If, during the course of a workday, inclement or winter weather arises and you feel you must return home before it becomes severe, you should request time off from your immediate supervisor. If staff have used all their accumulated days, they may be granted time off without pay.
8. Staff that hold positions (i.e., maintenance, medication drops, etc.) that will require work to be performed on days in which CMH is closed due to inclement or winter weather, shall receive flex time for the hours in which they worked. Staff that work on these days will require supervisory permission prior to completing the work. In situations where time cannot be flexed, the Supervisor may approve overtime.
9. The CEO has the authority to make any exceptions to these provisions after review on a case-by-case basis.

**VI. ATTACHMENTS**

**VII. REFERENCES**