



INCLEMENT WEATHER

PM-62-10

Section: 62-00, MISCELLANEOUS PERSONNEL POLICIES

In the event of inclement weather, all City employees are expected to report to work. To receive pay for absence related to inclement weather, employees will be required to assign:

1. a day of vacation,
2. a bonus day, or
3. any other paid time off due the employee that was earned prior to his/her absence due to inclement weather.

Under no circumstances, may sick leave be assigned to cover an absence caused by inclement weather, but sick leave may be used in case of illness which happens to occur during inclement weather.

It is incumbent upon each Division Director of the City of Memphis Government to make their employees aware of the City's INCLEMENT WEATHER policy, and to post this policy on all employee bulletin boards located within their Division.