

<p align="center">Saint Agnes HealthCare, Inc. System Policy and Procedure Manual</p>	<p>Page: <u> 1 </u> of <u> 8 </u></p>	<p align="center">SYS HR-E 16</p>
<p>Subject: INCLEMENT WEATHER</p>	<p>Effective Date: 2/79</p>	
	<p>Reviewed: Revised: 11/04, 1/07, 12/09, 1/11, 1/12, 1/16, 12/16</p>	
<p>Approvals:</p> <p>Final - President/CEO: _____ Date: _____</p> <p>Concurrence: _____ Date _____ <i>(Policies become operational 30 days after CEO signs.)</i></p>		

POLICY STATEMENT:

Inclement weather days are when snow, ice, or other severe weather conditions prevent or delay arrival of many associates to their jobs. Saint Agnes is a 24/7 operation and expects all associates scheduled to work during the inclement weather to report for duty. When an associate does not report to work at all, the absence will be recorded as an absence without pay unless approved by the direct supervisor.

SCOPE:

This policy applies to all Saint Agnes HealthCare associates.

PROCEDURE/RESPONSIBILITIES:

During inclement weather, each associate will consider his/her attendance as essential and make every effort to report to work as scheduled. The CEO/designee will communicate in a timely manner when the Inclement Weather Policy is activated and when the policy has been deactivated.

When the Inclement Weather Policy is in effect, late arrival one-half hour or less will not be penalized by any loss of wages. The Late Arrival time frame may be extended from the half hour allotment up to a two-hour maximum depending upon the severity of the weather. Any extension will be determined by the CEO/designee. Supervisors will make the appropriate corrections as a manual notation on the Time Sheet. Late arrivals in excess of one-half hour will receive payment only for those hours worked.

The decision to close or limit Administrative Department or off-Hospital campus operations within Seton Medical Group, the Specialty Practices, and outpatient facilities rests with the Director/Lead Physician of the area. Once the decision is made to close, the appropriate Vice President must be notified of the decision. If the decision is made to close a Department or practice, compensation for non-exempt associates may be made from accrued PTO or recorded as time without pay.

Associates should proactively consider travel and sleeping alternatives and options before inclement weather prohibits travel back and forth to work or if a severe weather condition is forecasted could jeopardize patient care. Except as described above, inclement weather is not accepted as a basis for absenteeism, regardless of accumulation. Each Department is responsible for their continuous operation

throughout any weather event. Associate work schedules and hours may be changed based on the needs of the organization. In accordance with the Inclement Weather Plan, Saint Agnes HealthCare will provide basic respite/sleeping accommodations to those associates affected by the inclement weather.

Department Directors/Managers are expected to report to work if scheduled and to determine and facilitate meeting the staffing needs of their department. Associates are responsible to notify their supervisors as soon as possible if they are unable to get to work. Such notification must be made prior to beginning of the associate's shift.

CONCURRENCE(S):

Emergency Management Committee

REFERENCE(S):

CROSS REFERENCE(S):

Attendance Policy HR 38

Punctuality Policy HR 39

Progressive Corrective Action HR 42

Inclement Weather Plan