

Inclement Weather Policy

There may be times the clinic needs to close for the business day, open later than usual or close earlier than usual due to inclement weather conditions. Management will make a reasonable effort to contact all affected employees as soon as possible. To this extent, please make sure management has your current phone number(s) at all times so you may be readily contacted should the need arise.

As a general rule, the clinic will attempt to open at 10 a.m. on days where the roads are iced over in early morning hours but expected to thaw by mid-morning unless employees are instructed otherwise.

If an employee has not been notified by management or if in doubt, it is the employee's responsibility to contact management to find out whether the clinic will be closed for the full business day or open later in the day. Richard Harrison can be reached at (325) 668-3300 or Dr. Harrison can be reached at (210) 695-2336 or (210) 296-6193.

Regardless of when or if the clinic opens, all employees are expected to use their best judgment whether to travel to work or not. It is also expected for employees to use their best judgment whether to leave work early due to inclement weather based on their individual driving circumstances. All employees, regardless of when they come into or leave work on such days, are expected to drive safe, allowing enough time and using alternate routes as needed to reach their destination.

For nonexempt employees affected by clinic closure of any duration, employees are expected to use any accrued vacation time or take leave without pay. This also applies to nonexempt employees who choose to come in late, leave early or do not report to work due to individual circumstances. Regardless of the circumstances, affected employees are to submit a Schedule Change Request form in a timely manner to notify management if using accrued vacation for missed time.

For exempt employees affected by clinic closure of any duration, the Department of Labor policy regarding exempt employees shall be followed in such circumstances with a Schedule Change Request form submitted as appropriate.