

DIOCESE OF ALLENTOWN

Policy on Inclement Weather- Office closure

A parish, school, or agency may establish a written policy regarding Weather/Emergency Closings that is different than what is state in the following paragraphs. However, in the absence of such a local policy, the following applies to all employees except teachers.

Due to severe weather or other conditions, the Diocese, schools, or parish offices may close early, or for the entire day. The Secretary, Pastor, or Principal responsible for your work location will notify you of the office closure procedures. When normal operations are maintained, and employees are unable to travel into work, employees will be required to utilize a vacation day(s). If the employees does not have a vacation day(s), the day(s) will be unpaid. When the Diocese, school or parish is closed due to weather or other emergency conditions, employees will generally be paid for such time.