

INCLEMENT WEATHER POLICY AND PROCEDURES

Approved by Fairfax Community Library Trustees 9/12/2019

The Fairfax Community Library makes every effort to be open, even when BFA Fairfax is closed for inclement weather. The Library Director determines whether the library can safely open, given current weather and road conditions. The Director may consult the Chair of the Board of Trustees if closure is being considered.

Since weather is often localized, and road conditions may improve, a delayed opening may be an option. If the library is closed, has a delayed opening, or closes early, the Library Director will notify staff and make every effort to inform the public through social media and the library website.

If the Fairfax Community Library is closed due to inclement weather, staff may work from home (if possible) and will receive their regular pay for that day. If the Fairfax Community Library is open during inclement weather, but an employee chooses not to come to work, the employee may use accrued vacation time or take an unpaid day with the Library Director's permission. Similarly, if the Library Director decides to take the day off while the library is open, the Director should contact the Chair of the Board of Trustees and may use accrued vacation time or take an unpaid day.