

**Reference :** HUMAN RESOURCES  
**Section :** WORK RULES  
**Title :** WINTER STORM ATTENDANCE  
**Policy Number :** 04-05-03  
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**Revision Date :**

## **I PURPOSE**

The purpose of this policy is to define the Authority's position regarding attendance during winter storms.

## **II POLICY**

The Niagara Frontier Transportation Authority has an obligation to service the transportation needs of the general public in both Erie and Niagara counties. This responsibility requires our employees to report for work on each day they are scheduled. If during the winter season snow, wind and ice create hazardous travel conditions which prevent some employees from reporting to work as scheduled, employees may request to use vacation, personal leave time or a floating holiday to account for this absence.

All offices, departments and divisions of the Authority will remain open and operational during severe weather conditions unless specifically closed by the authority of the Executive Director.

Department and Branch Managers do not have the authority to dismiss their employees early or to close their departments due to inclement weather without prior approval from the Executive Director.

During the winter season if a storm occurs while employees are at work and the Executive Director or his/her designee directs that certain office personnel may be permitted to leave work early, those individuals will not be charged accumulated leave for the remainder of that day and will be paid for their full work shift.

Employees normally entitled to overtime pay who are required to remain on the job by the Authority after a weather related closure will be eligible for overtime pay for hours worked after the official dismissal time.

If employees are off on any form of leave on a day when the Executive Director dismisses personnel early, those employees will be charged a complete day under the specific leave time requested. This also applies to employees who may leave work early of their own accord only to have the Executive Director dismiss personnel later that same day.

Unless notified of a closure all employees are required to report for work as scheduled.

In the event of driving bans or local travel restrictions, employees should keep their ID cards with them at all times to identify them as NFTA employees, essential for transportation. When possible all employees are encouraged to take public transportation to and from work during driving bans.

In cases of extreme emergencies information about NFTA facilities will be broadcast over local television and radio stations.

