**INCLEMENT WEATHER POLICY**

**PURPOSE:** In order to maintain our commitments to our customers, MTS will attempt to remain open during inclement weather. MTS will always keep the safety of its employees in mind when making the decision to remain open during inclement weather. If the company remains open during inclement weather, we encourage employees to use their best judgement when making the decision to report to work.

1. **ANNOUNCEMENT OF DECISION:** The Senior Leadership Team will use news reports and other media outlets to determine whether or not to remain open during inclement weather. MTS may choose to close, announce a late opening, or an early dismissal when severe weather warrants such action. Communications regarding the decision will be made via email, paging system, and an announcement on the Inclement Weather Hotline. You may also contact your supervisor for updated information.
2. **OCCURRENCES:** If the company remains open during times of inclement weather, production employees that do not report to work will not accrue an occurrence provided they call the attendance line and leave a message for their supervision. Failure to call the attendance line will result in a no call no show and result in 2 occurrences.
3. **USE OF PTO:** If the company remains open, and an employee does not report to work, he or she will need to use PTO if they have it available. In the event that the company decides to close for inclement weather, the employee may choose to use PTO or take the time as unpaid.

If you are concerned about inclement weather and business hours, please call the

Inclement Weather Line at 919-677-2550.