



Inclement Weather Policy

Overview:

Sport Supply Group is committed to being fully prepared to meet its customers' needs during inclement weather conditions. While it is understood that during such conditions employees may have difficulty in arriving and departing from work, it is expected that the employee will make an effort to meet the needs of the company and its customers and other employees.

Policy:

Inclement weather is described as a weather condition which causes a major disruption to roads and the operation of businesses and schools in the relevant area. The company designee shall determine when such conditions exist and shall take steps to notify all personnel of delayed openings or closures. If you do not receive notice of the office closing, you may generally assume that the office will be closed if the local police or state police formally request that drivers stay off the roads except for emergencies. **This policy does not apply to employees working from home.**

In the event an office closure extends beyond three work days, for any reason including inclement weather SSG reserves the right to suspend operations and you may be required to take an unpaid leave of absence until such time that normal operations may be resumed.

Procedures:

If inclement weather occurs during non-working hours such that transportation to or from work is impossible or dangerous, the company designee may make a decision to close the office. When possible, announcements of closings or delayed opening hours due to inclement weather will be made on the SSG web-site, local inclement weather telephone line (972) 406-3410 and local television news stations. If this notice is not possible, you may generally assume that the office will be closed if the state patrol formally requests that drivers stay off the roads except for emergency situations.

Inclement weather occurring during work hours: If inclement weather develops during work hours and the office closes early, employee will be paid for a normal work day regardless of the number of hours actually worked. Absent employees will not be paid unless paid time off has been used for the day.

Inclement weather closing the office: If the company designee determines the office will not open due to inclement weather, employees will receive their regular rate of base pay for hours they would have normally worked that day; however, these hours shall not be counted toward overtime calculations.

Use of vacation/personal time: If the office is not officially closed but inclement weather forces an employee to remain home, the employee will not be paid for the day; however, the employee may use a vacation or personal day to compensate for the lost time. (Unpaid time will only be allowed if you have exhausted your paid time off.)

Tardiness: If the office is not officially closed and an employee is late, their lateness will be excused when at least 30% of the office staff is affected, and they will be paid for time absent up to a maximum of three hours.

Exceptions:

Exceptions to this policy must be approved by the President.

Printed Employee's Name:

First

MI

Last

Employee's Signature

Date