

6.11 Emergency Closings

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to announce emergency closing(s) of a facility or facilities due to inclement weather or other catastrophic events when warranted for the safety and protection of employees.

Procedure:

Responsibility for closure decisions are as follows:

- Retail Stores, Used Cars, Salvage—CEO/President or Director of Retail
- Contracts—CEO/President or Director of Contracts
- Career Services—CEO/President or Director of Career Services
- Administration, Transportation & Maintenance—CEO/President or Director of Facilities

In the event that such an emergency occurs during non-working hours, local radio and/or television stations will be asked to broadcast notification of the closing.

When operations are officially closed due to emergency conditions, the time off from scheduled work may be unpaid. However, with supervisory approval, employees may use available paid leave time, such as unused vacation benefits. Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.