

# **Storming Weather Policy**

## **Peabody Institute Library of Danvers**

**If Town schools are closed or delayed in opening, the library will normally open at 11:00 am (if possible). In some instances, the librarian-in-charge may elect to open earlier if enough personnel are in the building.**

**During normal hours of operation the Director or designated Librarian-In-Charge may find it necessary to change the normal hours and/or reduce staffing if conditions so dictate.**

**The Library Administration will make every effort to keep staff informed of any schedule changes due to weather emergencies.**

**Staff members who question whether the library will be open should call the library or a department head before coming in.**

**If the library is open but a staff member truly feels conditions are too adverse to come to or remain at work, he/she may take vacation or personal leave.**

**In case of reduced staffing or closing, all scheduled staff shall be paid for the remainder of their assigned shifts.**

