

## AA, LLC INCLEMENT WEATHER POLICY – LANDOVER

In the event of bad weather or other circumstances that could cause the office to be closed, the Company maintains special inclement weather lines for employees to call to hear messages about late openings, closings, etc. Landover employees are to call 301-429-8963 after 5:30 a.m. You will hear one of the announcements (in bold) below.

If you cannot get through this line, call Jo Anne Cooksey or designated alternate for information. Keep the inclement weather line phone number and the telephone numbers for Jo Anne Cooksey and designated alternate where you can find them when needed. It is up to you to access the available information. No one will call you.

You are eligible for 2 unpaid Snow days per calendar year effective January 24, 2014. Snow days can be used in the event of a significant snow event as determined by Associated Administrators leadership and must be taken in full days. If the Company has not designated the event as a “significant weather event”, but schools are closed in the county or district (for PA) in which you reside, it will not be considered an unexcused absence. It is your responsibility to provide documentation of your county or district’s school closing. Retroactive application of Snow days will not be allowed.

If you do not inform Payroll of how you would like your missed time to be charged, Payroll will assign any missed time as a vacation day, personal holiday or Snow day, in that order, depending on what is available. No one will be paid for hours worked when the office is scheduled to be closed.

### **1. Good morning. The Landover office is open normal hours today. Please refer to Plan 1.**

**PLAN 1** - The Landover office will be open as usual with regular flex time of 7 a.m. to 9 a.m. in effect. Please note that required schedule guidelines within your department apply. If you work fewer than your assigned standard hours, or if you do not report for work, you must use your paid leave to cover the difference between the hours you work and your assigned standard hours. If you do not have paid leave to cover the absence, you will not be paid for the missed hours. However, if a significant weather event has occurred as determined by the Company, you will not be charged with an incident. . If a significant snow event has been determined or if you provide documentation that schools in your county or district are closed due to snow, you may apply a Snow day. You must contact Jo Anne Cooksey at 301-509-7749 (cell) or 301-429-8962 (office) or the designated alternate by 9:00 a.m. to notify them of your decision. Please make sure you check this message after 5:30 a.m. to make sure the status has not changed.

### **2. Good morning. The Landover office will open 1 hour late today. Please refer to Plan 2.**

**PLAN 2** - The Landover office will be opening 1 hour late today. Flex time will be in effect from 8 a.m. to 10 a.m. and you must have 7 hours on the clock. If you work fewer than 7 hours, you will be paid for the hours worked. However, you will not be charged with an incident. You may apply your paid leave to cover the difference between the hours you work and your assigned standard hours. If you do not report for work and a significant snow event has been determined, or if you provide documentation that schools in your county or district are closed due to snow, you may apply a Snow day. You must contact Jo Anne Cooksey at 301-509-7749 (cell) or 301-429-8962 (office) or the designated alternate by 10:00 a.m. to notify them of your decision. Please make sure you check this message after 6:30 a.m. to make sure the status has not changed.

**3. Good morning. The Landover office will open 2 hours late today. Please refer to Plan 3.**

**PLAN 3** - The Landover office will be opening 2 hours late today. Flex time will remain in effect from 9 a.m. to

11 a.m. and you are to have 6 hours on the clock. If you work fewer than 6 hours, you will be paid for the hours worked. However, you will not be charged with an incident. You may apply your paid leave to cover the difference between the hours you work and your assigned standard hours. If you do not report for work and a significant snow event has been determined, or if you provide documentation that schools in your county or district are closed due to snow, you may apply a Snow day. You must contact Jo Anne Cooksey at 301-509-7749 (cell) or 301-429-8962 (office) or the designated alternate by 11:00 a.m. to notify them of your decision. Please make sure you check this message after 7:30 a.m. to make sure the status has not changed.

**4. Good morning. The Landover office will open at 11 a.m. today. Please refer to Plan 4.**

**PLAN 4** - The Landover office will be open at 11:00 a.m. and you are to have five hours on the clock (lunch break is optional). If you work fewer than 5 hours, you will be paid for the hours worked. However, you will not be charged with an incident. You may apply your paid leave to cover the difference between the hours you work and your assigned standard hours. If you do not report for work and a significant snow event has been determined, or if you provide documentation that schools in your county or district are closed due to snow, you may apply a Snow day. You must contact Jo Anne Cooksey at 301-509-7749 (cell) or 301-429-8962 (office) or the designated alternate by 11:00 a.m. to notify them of your decision. Please make sure you check this message after 9:30 a.m. to make sure the status has not changed.

**5. Good morning. The Landover office is closed today. Please refer to Plan 5.**

**PLAN 5** – The office is closed.