

## ***Inclement Weather***

### *1.0 Policy*

Ultra Tech recognizes that inclement weather may present an unavoidable obstacle to reaching the office.

### *2.0 Scope*

All employees.

### *3.0 Guidelines*

Ultra Tech expects employees to exercise good judgment regarding road conditions and to plan ahead to allow sufficient, additional time when inclement weather is forecast. In the event of inclement weather, every employee should attempt to arrive to work as scheduled. If an employee is unable to report to work, he/she should notify his/her supervisor immediately.

Employees absent will charge their general leave account or take leave without pay (LWOP).

When a client formally closes, thereby denying contract employees access to their normal work location at the client's site, the employee's must contact their project manager for guidance.

Should you have any questions about the policy, please see your manager for clarification.