

**POLICY ON OFFICIAL CLOSING OR DELAYED START TIME**  
**For the**  
**OSB Corporate Entities - Abbey, Saint John's Preparatory School, and Liturgical Press**

**Policy**

The OSB Corporate Officers have authority to designate **an official closing or delayed start time** for employees of the corporate entities, due to severe weather conditions or other emergency events, separate from such a decision for CSB/SJU.

**Abbey** (Business Office, Retirement Center, Health Center, Power Plant) – notice issued by OSB Corporate Treasurer  
**Liturgical Press** – notice issued by the Director  
**Preparatory School** – notice issued by the Headmaster

Recognizing the services that must continue for our Benedictine communities or corporate clientele during a period of official closing or a delayed start, (i.e. life safety/security, dining, custodial, physical/power plant) each Corporate Officer must designate the number of staff and specific positions required to provide services in the event of a closing or delayed start time. The list of essential services and employees required to report is to be provided annually, by November 1<sup>st</sup>, to the OSB Human Resources Manager.

**Compensation Provisions**

There will be no loss in compensation for time missed from work due to an official notice of closing or a delayed start time. Employees on approved medical leave or vacation during an official closing or delayed start will be required to use sick leave or vacation leave for the pre-approved absence.

If employees choose not to report to work following notice of a delayed start time due to their own discretion regarding travel conditions from their home, the employees are required to notify their supervisor of their status and report vacation or unpaid leave for time missed from the delayed start time to the end of their assigned shift. If vacation leave is not available, employees may report sick leave. An additional option, at the discretion of the supervisor, may include allowing employees to make-up lost time.

If employees choose to leave early due to inclement weather when there has been no announcement of an official closing, the employees are required to notify their supervisor of their need to leave and report vacation or unpaid leave for the work time missed.

Employees required to report during a closing or delayed start to provide essential services will be compensated at time and one half. See appendix \_\_\_\_ for specific procedure.