



"PROVIDING THE WARFIGHTER THE RIGHT SOLUTIONS AT THE RIGHT TIME"

GSI POLICY NUMBER HR-	REVISION # 1	EFFECTIVE DATE: NOV 1 2016	NUMBER OF PAGES 1
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Policy Title: Attendance and Punctuality

**Purpose**

The Company established the Adverse Weather Policy to provide guidance regarding the closing of Company facilities and the granting of leave to employees working in the United States who are affected by inclement weather conditions that pose a threat to employee safety.

**Policy**

It is the policy of GSI that each employee use personal judgment when adverse weather conditions may jeopardize safe passage to and from the employee's work place. Work missed should be charged to leave, Leave Without Pay (LWOP), or discuss with your GSI supervisor about making up the time missed within the pay period (exempt/salaried) or work week (non-exempt/hourly).

**Procedure**

1. If the employee's work place is closed, the employee should not report and should request direction from the GSI supervisor on alternative work arrangements and time charging. See Policy #HR-0155 Work Schedule – Flextime.
2. If an employee can commute to their workplace without undue risk during severe weather conditions, the employee should report to work.
3. If the employee's work place is open and an employee elects not to report to work, the employee must charge leave.
4. For GSI facilities, the GSI executive responsible for the work force at the facility will make and announce the determinations on facility closing and the guidance for charging time.
5. For non-GSI facilities, the determination of whether or not the facility will be open will be determined by the host facility.