

Institute for Medical Research, Inc.	Policy on Emergency Closing	No. 504	
		Effective Date 4/14/09	
		Revision Date	
		Final Approval	Approved by IMR Board of Directors: 4/14/09

Purpose

To establish IMR's policy on closing during emergency conditions.

Scope

IMR Employees and Investigators

Policy

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility. The Executive Director, IMR has responsibility for declaration of emergencies and activation of all or part of this Plan.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be unpaid. However, with supervisory approval, employees may use available paid leave time, such as unused vacation benefits.

All employees are expected to report to work in a timely fashion during inclement weather. However, in rare instances where employees make every reasonable effort to report to work and are unable to do so, appropriate leave may be granted after notifying their supervisor in accordance with established procedures. Employees who do not report to the scheduled duty due to the weather, must request annual leave or leave without pay for the entire tour of duty.

Supervisors have the authority to excuse tardiness for up to one hour for employees under their supervision due to inclement weather. The Executive Director may decide to allow supervisors to dismiss employees without charge to leave and/or excuse tardiness of greater than one hour. This would apply only to employees who have reported to work.

Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.