

Town of Manchester, Connecticut
General Manager's Office

February 2007 – Amended July 2017

To: Town Employees

Re: Winter Storm Policy Non-Essential Employees

Our winter storm policy is one of personal safety and responsibility. It is up to each non-essential employee to determine, in their own best interest, when and if to leave work to avoid dangerous driving conditions. We all have different types of vehicles, live different distances from home and have different levels of driving confidence.

This policy allows any non-essential employee to use their annual leave or vacation time, (not sick time) without hesitation or question, if they make this judgment.

Department/Division Heads should work out departmental coverage since Town offices will be open for business as usual.

Exception

If the Governor activates a Statewide Travel Ban for state roads, make-up time will be allowed for the work hours that coincide with the actual ban.

Example: If the travel ban is for the afternoon, then those hours will be included for the make-up time by the employee. Any make-up time will need to be pre-approved by the Supervisor and/or Department Head on forms sent by the Human Resources Department.