



## MEMO

**TO: Host Agency Supervisors  
and Participants**

**FROM: Paul Magnus, VP for Work Force Development  
Senior Employment Center**

**RE: SNOW DAY/EMERGENCY DAY POLICY**

Please remember that your Participants are paid only for snow days or other emergency days when you close your agency and/or send staff home due to such conditions.

Please Note: The Host Agency Supervisor **must** verify the snow day or other emergency day by initialing **each** snow or other emergency day claimed on the time sheet. Proper authorization will save us time and ensure that payroll is processed efficiently. *Example:*

DATE	IN	OUT	IN	OUT	HOURS WORKED	PAID HOLIDAY
2/17/2010	HA CLOSED; SNOW DAY				4	<i>SUPERVISOR INITIALS</i>
3/9/2010	9	10	HA CLOSED EARLY; DUE TO NO HEAT		4	<i>SUPERVISOR INITIALS</i>
4/13/2010	9	2	HA CLOSED; DUE TO NO ELECTRICITY		5	<i>SUPERVISOR INITIALS</i>

Please Note: It is the Participant's responsibility to remind the Supervisor if he/she forgets to initialize each snow or emergency day so that the time sheet can be processed efficiently.

Thank you for your cooperation. If you have any further questions, please contact your local Project Director.

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