

## **EMERGENCY CLOSINGS:**

All offices of the Town of New Canaan are open during inclement weather or other hazardous conditions unless officially closed by the First Selectman or his or her designee. Office closings do not apply to departments/offices which provide emergency services.

In the event of a delay or closure notification will be posted on the intranet and on the Town website. Regular full-time and part-time employees scheduled for those hours shall receive their normal compensation for those days that the Town offices are closed.

In the event of an early dismissal, employees will be contacted by email by their Department Head. In addition, the information will be available on the automated message phone line as well as the intranet and the Town website. This will result in no loss of pay or employee leave time for employees at their work stations at the time of closing.

Any non-emergency employee who does not feel safe commuting to or from work during inclement weather or other hazardous conditions may use vacation or personal time if such leave is available and is approved by the Department Head.