

**Reference:** HUMAN RESOURCES  
**Section:** WORK RULES  
**Title:** WINTER STORM ATTENDANCE  
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## **I. PURPOSE**

The purpose of this policy is to define the position of the Niagara Frontier Transportation Authority and the Niagara Frontier Transit Metro System, Inc. (collectively referred to as "NFTA" or "Authority") regarding attendance during severe weather emergencies and winter storms.

## **II. POLICY**

The Authority has an obligation to service the transportation needs of the general public in both Erie and Niagara counties. This responsibility requires our employees to report for work on each day they are scheduled. If during the winter season snow, wind and ice create hazardous travel conditions which prevent some employees from reporting to work as scheduled, employees may request to use vacation, personal leave time or a floating holiday to account for this absence.

All offices, departments and divisions of the Authority will remain open and operational during severe weather conditions unless specifically closed by the authority of the Executive Director. Unless notified of a closure by the Executive Director, all employees are required to report for work as scheduled. Provided, however, that any employee not able to report for work as scheduled may request use of accrued or other leave subject the approval of their supervisor.

Department Managers do not have the authority to dismiss their employees early or to close their departments due to inclement weather without prior approval from the Executive Director.

During the winter season, if a storm occurs while employees are at work and the Executive Director directs that certain office personnel may be permitted to leave work early, those individuals will not be charged accumulated leave for the remainder of that day and will be paid for their full work shift.

Employees who are required to remain on the job by the Authority after a weather-related closure will be eligible for overtime pay for hours worked as approved by their supervisor / department head.

If employees are off on a day when the Executive Director closes or dismisses staff early, those employees will be charged the appropriate leave time that was requested and approved. This also applies to employees who may leave work early of their own accord only to have the Executive Director dismiss personnel later that same day.

In the event of driving bans or local travel restrictions, employees should keep their ID cards with them at all times to identify them as Authority employees, essential for transportation. When possible, all employees are encouraged to take public transportation to and from work during driving bans.

In cases of extreme emergencies, the Authority will endeavor to send out an Authority-wide text to all NFTA employees. Detailed information will also be broadcast across local media outlets as well as NFTA social media platforms.