

To: All Employees *

From: Jennifer Rivera, Associate Vice President, Human Resources

Subject: Montefiore Nyack Hospital Policy on Severe Weather Pay

Please be reminded of the policy for Severe Weather Pay:

“When a weather emergency is declared by the hospital, requisite staff (those who provide or directly support patient care) within ½ hour of their scheduled start time will be paid as if they were present at the beginning of their scheduled shift. Any requisite staff member arriving later than ½ hour after the start of their scheduled shift will be paid as of their time of arrival at work. Time will be calculated from time clock records.

All other staff will be paid from the time of arrival.

Pay adjustments that are made as a result of the above will be made in the pay period following the pay period in which the weather emergency occurs.”

Please Note: Staff that are scheduled to work but do not come in due to inclement weather should be charged an unscheduled PTO Day.

Thank you.

*Employees covered by a collective bargaining agreement should refer to their contract.