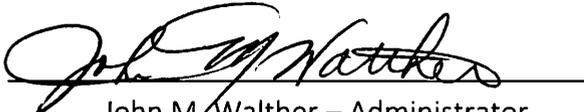


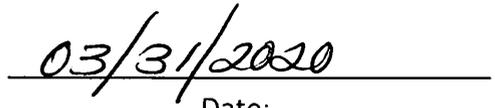
## Amendment to the Village of Jackson Employee Policy Manual

### 3.11 (A). Emergency Closings

At times, emergencies such as public health, severe weather, fires, power failures, or earthquakes can disrupt Village operations. In extreme cases, these circumstances may require the closing of a Village facility. When operations are officially closed due to emergency conditions, the time off from scheduled work will not be paid, except that employees may substitute accrued vacation, compensatory time, or personal time to receive time off with pay, consistent with department policy.

Employees in essential operations may be asked to work on a day when operations are officially closed.

  
John M. Walther – Administrator

  
Date: