

## **EMERGENCY CLOSINGS**

The Elmhurst Public Library is a public service organization and will make every reasonable effort to remain open during posted hours. Should a special situation develop which would, in the opinion of the Library Director, endanger the safety of the patrons or staff, the Director has the authority to close. The Director also has the authority to close the building due to outages that affect the normal operations of the building (i.e. electrical outages or heating and cooling problems.)

If the Director is unavailable, the decision rests with the Assistant Director and then with the staff member designated as the person-in-charge. In the event of any closing the Board President should be notified.

If the Library is closed for unusual circumstances, salaried employees will receive compensation for the time they would normally have been scheduled to work. Hourly employees will also be paid for the hours they are scheduled to work on the day of the closing. (NOTE: Employees will not receive compensation for emergency closings if the closings occur on their normally scheduled day off, during vacation or illness.)