



Policy 1-16 Work Schedules

Meal and Break Periods

An employee that is scheduled to work 7 ½ continuous hours or more, shall be provided an unpaid meal period of at least 20 minutes. This meal period should be taken no later than 5 hours after beginning work. The time when meal periods are scheduled may vary among departments, depending on the needs of each department. You are requested not to perform any work during your regularly scheduled meal period. It is important to return to work on time at the end of your meal period.

Severe Weather and Emergency Conditions

In the event of severe weather conditions or other emergencies, the Executive Director or your supervisor may decide to close Sycamore Park District for the whole or portion remaining of the day. As such, you will be notified as soon as possible by your supervisor.

Hourly/Non-Exempt Employees:

In this case, an hourly employee will not be paid during the closure unless they choose to use accrued vacation/paid leave. If you have reported to work and are sent home in these conditions, no loss of pay will occur for the remainder of that day. Any other days following that, where a closure continues, will not be paid unless the employee chooses to use accrued vacation/paid leave. If your supervisor asks that you remain at work to complete assigned work duties after Sycamore Park District has closed because of severe weather conditions or another emergency, you will be paid at time and one half after 40 hours.

Any employee who was on a previously approved leave day during a declared emergency may be required to come back to work. If so, the employee shall not be charged leave for the emergency period.

Exempt Employees:

In this case, an employee will be paid during the closure if they must work at any time on the day(s) of that closure. If you have reported to work and are sent home in these conditions, no loss of pay will occur for the remainder of that day. Any other days following that, where a closure continues, will not be paid unless the employee chooses to use accrued vacation/paid leave.

Adopted:

Revised: October 2022