



ARCHDIOCESE
OF LOUISVILLE

MEMORANDUM

To: All Staff

From: Brian B. Reynolds
Chancellor
Susan Putnam, Snow Coordinator

Date: November 4, 2021

Re: Inclement Weather Policy



It's that time of year again and this memo serves as a helpful reminder of our office closing policy due to poor weather conditions.

Offices will be open except in the most severe conditions. Radio and television announcements of Catholic School closings **do not apply** to archdiocesan offices. Staff is asked to use their own personal judgement to determine the safety of traveling conditions.

If it becomes necessary to close agency offices, we will post an announcement on our website, www.archlou.org as well as attempt to contact agency directors so they can inform their staff. Staff will also be sent an email. We will not make announcements using public media.

Should weather conditions cause severe hazardous driving during the work day, it may become necessary to close agency offices early. Early closings will be announced by the Archdiocese through the various building receptionists.

If you arrive late due to poor driving conditions, there will not be any penalty for the first hour. Likewise, if offices are closed early, you will receive a full day's pay. If you choose to stay home when offices are open, please inform your agency director that you will be taking a vacation or personal day.