

## **Emergency Closing**

The supervisor, clerk and treasurer, with concurrence from any two of the three officials, shall have the authority to close the township office in an emergency situation. Emergency situations include, but are not limited to, severe weather, failure of heating/mechanical systems, electrical failure, or any unusual situation that would either prohibit the normal operation of the township offices, or jeopardize the safety of the officials, employees or public.

Employees will receive pay for scheduled hours not worked or scheduled vacation, sick or personal leave time because of the office being closed. The supervisor or appointed person will notify the applicable media outlets as deemed appropriate.