



## **Memorandum**

Date: November 1, 2014

RE: Customer Holiday Shut downs, Inclement Weather Policy

To: All Expresso Building Services Employees

### **Customer Closure/Shut down**

It is important to know that many of our customers during this time of year plan shut downs of their offices. Therefore, if this happens at a building where you work your hours may be reduced or you will be scheduled "off work" for the entire shut down. If you are a full-time employee you are welcome to use any PTO/Vacation time you have accrued to be paid a portion or all of the time off. If you are not a Full-time employee then you will be taking those days unpaid. If you work at a facility that is shutdown and you would like to still have some work hours then please talk to your supervisor and we may have hours available at another work location where employee (s) may be taking time off or may be sick and we still need to cover the work. Please understand we are not obligated to pay you or provide work for you during a customer's shutdown.

### **Inclement Weather snow and Ice procedure:**

During times of inclement weather, especially when snow and ice have created a driving and work hazard Expresso has informed our customers that services may be reduced or unable to be performed. This means minimal services ie, empty food trash, check RRs and break areas and any critical areas, etc. In the event that this happens you may be asked not to report to work or only work a couple hours. This is not just a cost saving measure but for your safety. Expresso has had incidents occur during snow and icy weather where employees have had work related injuries due to slips and falls on icy surfaces. We understand that not getting all your regular work hours may cause a financial hardship for some of you and we apologize for this but as a company we need to consider all the variables and potential risks involved and make the best decision for all. If you have additional questions and concerns about your work hours being reduced during these times please contact Human Resources.