

Office Closures for Inclement Weather

FRONTIER will make every effort to maintain normal work hours even during inclement weather, such as hurricanes, tropical storms, tornados, etc.

Prior to normal starting time when it is announced by local government authority that the area near to where any office is located is under "Hurricane Warning," the FRONTIER office(s) will be closed. Employees must call the employee hotline at (786) 342-6867 for a prerecorded message on instructions about reporting to work.

On days when weather conditions worsen as the day progresses, FRONTIER may decide to close early. In such cases, a decision and an announcement will be made at FRONTIER by Human Resources or an appointed member of the Management Team. Employees will be expected to remain at work until the appointed closing time, unless their flextime day ends prior to that time, or unless they receive permission from their department head to do otherwise.

Any staff who live in a designated evacuation zone will be excused from work; however, the office may still be operating at business as usual status. All full-time hourly employees may use their vacation and/or sick hours to be paid for such time off. All full-time exempt employees must use either sick or vacation time and/or a combination of both to be paid.

Each department has its own procedure for storm preparation in place to be executed once the appointed closing time has been announced as well as a part in the preparation for the FRONTIER offices, such as putting up the storm shutters, securing office equipment, etc. Once office(s) are secured from the impact, all staff will be excused from performing their normal working duties so they may prepare their own homes.

After the "all-clear" status has been given by local government authority and the office is deemed safe and fully operational, FRONTIER offices will be open, and all employees will be expected to make reasonable efforts to get to work. Employees unable to arrive for work on any such day will be charged one (1) day of vacation. If no vacation time is available, the employee will not be paid for the day. All employees who are unable to report to work should call their department supervisor and report their absence 60 minutes prior to the start of their work day, if they are able to reach a phone, it may be considered an unexcused absence.

Time absent from work under either of the reasons listed above shall not be counted as hours worked when computing weekly overtime.

All employees must call the employee hotline at (786) 342-6867 for prerecorded instructions and updates before, during and after the storm.