

Inclement Weather Work Policy

Fill in the blanks. This becomes your actual policy, not something you read once.

General guidance only, not legal advice.

Review with your counsel and check current DOLE issuances before adopting.

Company _____ Effective date _____

Version _____ Policy owner _____

1 When this policy activates

Tick all that apply.

- ☐ PAGASA orange rainfall warning ☐ PAGASA red rainfall warning ☐ Tropical cyclone signal no. ____ or higher
- ☐ LGU work suspension in _____ ☐ Palace announcement covering our area
- ☐ Flooding on primary access routes ☐ Management discretion

2 Who decides, and by when

Primary decision maker _____ Backup if unreachable _____

Decision cutoff time _____ Announcement channel _____

Who posts the announcement _____ Safety officer consulted _____

Set the cutoff before your earliest shift start, or before the first employee normally leaves home, whichever is earlier.

3 Work modes

Name the mode explicitly every time. "Do what you can" is not a mode.

Mode	What it means	Who it applies to
Remote work day	Work continues from home. Not a day off.	
Skeleton crew onsite	Limited staff report to the workplace.	
No work day	Work does not proceed.	

4 Attendance and logging

How hours are logged per mode _____

What counts as available _____ Expected response time _____

If power or internet fails mid-day _____

5 Pay treatment per mode

Scenario	Our policy
Remote work day	
Reports onsite, 6 hours or more	
Reports onsite, under 6 hours	
No work day, no work performed	
Unable to work due to conditions at home	
Falls on a special non-working day	
Falls on a regular holiday	

Reference points under DOLE Labor Advisory No. 17, s. 2022

Employees who report and render at least six hours are entitled to full regular pay, and a proportionate amount below six hours. Where the day is unworked, there is no entitlement to regular pay except where company policy, practice, or a CBA grants it, or where the employee uses accrued leave credits. A remote work day is work performed, so ordinary pay rules apply. Your own policy or CBA may be more favorable than these. It cannot be less.

6 Employee responsibilities

Equipment and connectivity _____ Notify supervisor by _____

If already in transit when the call is made _____

Safety takes priority over reporting.

7 Escalation and exceptions

If stranded _____ If unable to work _____ If in an evacuation area _____

FIXED PROVISION, NOT EDITABLE

Employees who fail or refuse to work by reason of imminent danger resulting from inclement weather conditions shall not be subject to any administrative sanction. Whether the day is paid and whether the absence is penalized are two separate questions. This policy never penalizes it.

8 Compliance checklist

- ☐ Telecommuting agreement on file for affected employees
- ☐ Policy distributed and acknowledged
- ☐ Flexible work arrangement reported through the DOLE online compliance portal
- ☐ Timekeeping system supports remote logging
- ☐ Payroll rules configured to match section 5

9 Review

Reviewed annually before habagat season. Next review _____

10 Acknowledgment

Distribute and collect. A policy nobody signed is a policy nobody knew about.

Employee name _____ Signature _____ Date _____

Employee name _____ Signature _____ Date _____

Employee name _____ Signature _____ Date _____

Employee name _____ Signature _____ Date _____

Employee name _____ Signature _____ Date _____

Employee name _____ Signature _____ Date _____