

## **IMPORTANT EMPLOYEE INFORMATION**

Due to inclement weather forecasted for Thursday, February 18, Congregation of Divine Providence offices will be closed.

All employees essential to McCullough Hall Nursing Center operations during the weather emergency should report to work as scheduled. Any reporting problems should be discussed with your supervisor.

All office employees with the ability to work remotely, should do so. If you are in a non-essential position and do not have the ability to work from home, you are not expected to report to work tomorrow (Thursday, February 18).

Please contact your supervisor if you have questions about whether you are in an essential position during the weather emergency.