QM Resorts Corporation I Interval Management
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Severe Weather Policy and Procedures

Due to our Resort locations, the Company makes every effort to maintain normal work hours - even during inclement weather. In some instances, the weather may be so severe that driving conditions are unsafe for employees. In the event sever weather conditions occur, all employees must understand that the Company expects all employees to make reasonable efforts to get to work. The following are guidelines during severe weather:

1. If you are unable to report to work due to weather and/or unsafe driving conditions, you MUST call your immediate supervisor or leave a message with Human Resources Department - 90 minutes before the start or your shift. Failure to call may lead to you being considered a "no call, no show" and you will be terminated as having voluntarily quit abandoning your job.
2. On days when weather conditions worsen as the day progresses, the Company may decide to close early. In such cases, after a decision is made, it will be explicitly communicated to you through your supervisor. Employees will be expected to remain at work until the appointed closing time.
3. Even though there may be severe winter storm warnings announced by the news media, the Company offices will be open and all employees will be expected to report to work.
4. If you are unable to arrive for work on a severe weather day, you will be charged one of vacation: If no vacation time is available and you are non-exempt employee, you will NOT be paid for the day.
5. Additionally, time absent from work due to severe weather shall not be counted as hours worked when computing weekly overtime. Part-time employee will be paid if normally scheduled to work that day and only for the hours the employee would normally work.

By my signature below, I acknowledge that I have read and I understand the Company SEVERE WEATHER POLICY and Procedures. This page with my original signature will be placed in my Personnel File within the Human Resources Department.

_____   _____
Employee Name (Print)   Date

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Employee Signature