

# Handling Absences During Severe Weather Conditions

AD139010Z

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This policy applies when severe weather conditions limit some employees' ability to travel to and from work and County offices are open.

## 1. Employee Required to Notify Supervisor of Inability To Report To Work

Before the start of a scheduled shift, an employee unable to report to work due to severe weather conditions will notify his or her supervisor.

## 2. Supervisors Allow Tardiness With Notice

During severe weather, supervisors will allow employees extra time to report to work. Employees will charge time not worked in accordance with the appropriate [Collective Bargaining Agreement](#) or the [Unrepresented Resolution](#).

## 3. Department Head May Determine Early Dismissal

The Department Head or designee may determine if early dismissal for certain employees is warranted. Employees leaving work early will charge time in accordance with the appropriate [Collective Bargaining Agreement](#) or the [Unrepresented Resolution](#).

## 4. Employees NOT Working Have Options For Charging Time

Employees NOT working during severe weather will refer to the appropriate [Collective Bargaining Agreement](#) or the [Unrepresented Resolution](#) for options on reporting missed work time.

### **NOTE:**

For late arrivals and early dismissals, in most instances you will be able to work with your supervisor to "flex" your time.

If you are absent, record your time in this order:

- Accrued compensatory time
- Accrued vacation leave
- Personal Holiday
- Leave without pay (employees may elect this option if Payroll is notified before cutoff date)