
**DOUGLAS COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER: 200.38
EFFECTIVE DATE: 02/05/98
LAST REVISED: 12/19/02,
06/05/03, 01/04/24
LAST REVIEWED:
AUTHORITY: BOC
COUNTY MANAGER: JRD
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SUBJECT: EMPLOYEE ABSENCE DUE TO HAZARDOUS CONDITIONS

- I. PURPOSE:** To establish a policy for employee leave time in the event of hazardous conditions, including but not limited to dangerous weather or road conditions, natural disaster and power outages.
- II. POLICY:** An employee may be granted leave time with pay by the respective Department Head/Elected Official if it is determined that a County office should be closed due to dangerous weather or road conditions, natural disaster and power outages. A department head shall attempt to obtain the County Manager's approval prior to closing an office. If an employee independently decides, in good faith, not to report to work as scheduled, or leave a shift early due to dangerous weather or road conditions, natural disaster and power outages, such hours not worked shall be charged to annual leave, compensatory time off, or leave without pay.
- III. PROCEDURE:**
- A CLOSURE OF COUNTY OFFICES:**
The County Manager, Board of County Commissioners, or a Department Head/Elected Official may determine office(s) should be closed due to hazardous conditions. A Department Head/Elected Official should obtain the County Manager's approval prior to closing County offices. The County Manager shall confer with the Sheriff's Office to determine if County offices should close due to hazardous conditions. In the event County offices are closed Leave of Absence with pay will be granted for regularly scheduled hours of work as follows:
1. Any eligible employees scheduled to work, but who do not work during the period of time the County offices are closed will receive Leave of Absence with pay.
 2. Leave of Absence with pay will correspond with the employee's scheduled hours of work. Staff already scheduled to be absent from work prior to County offices being closed will not receive Leave of Absence with pay.
 3. Employees required to report for work due to hazardous or emergency conditions will not be eligible for Leave of Absence with pay. Non-exempt employees who are required by the Department Head/Elected Official to physically report to, or remain at a County work site during a period when the County Manager has closed County operations and offices due to hazardous conditions will receive an additional \$3.00 per hour for each hour actually spent working during the employee's scheduled hours.
- B. EMPLOYEE DECISION NOT TO REPORT FOR DUTY:**

If an individual employee decides not to report to work as scheduled due to adverse weather or road conditions, the hours not worked shall be charged to vacation time or leave without pay.

1. It is the employee's responsibility to contact his/her supervisor directly before their scheduled start time. If weather conditions preclude the employee from doing so, (i.e., the employee is stuck on a road with no access to a phone), it is his/her responsibility to contact the supervisor as soon as possible to ensure their absence from work is authorized.

IV. RESPONSIBILITY FOR REVIEW: The Internal Review Committee shall review this policy as needed or at least once every 5 years.