

SECTION: ADMINISTRATION

SUBJECT: INCLEMENT WEATHER DAYS

Original Resolution No.: 04-05-37

Inclement Weather Days

It is the policy of the County of Warner to allow for absences from work due to weather, road and safety related conditions that may be considered dangerous to the welfare of County employees.

Guidelines

1. Before coming to work, an individual employee must use their discretion to determine whether they are able to attend work due to weather and road related conditions. If an employee feels they are unable to attend their usual place of work, any time missed from work will be deducted as time in lieu and/or holidays. Deduction of pay for missing hours of work will be the last resort. The employee shall notify his Supervisor of his intended absence.
2. Employees who attend work, and due to inclement weather and road related conditions, feel they must leave work early due to road concerns, will be deducted for the hours they miss. These hours will be deducted as time in lieu and /or holidays. Deduction of pay for missing hours of work will be the last resort. The employee shall immediately notify his supervisor prior to leaving the work place.
3. After employees arrive at their usual places of work, the Administrator, in consultation with the Department Head(s), may determine that the department(s)' employees should return to their homes due to weather, road and safety related conditions. Any hours missed from work will **not** be deducted from their regular day of work, but shall be considered as County granted time off.