

## **LIBERAL LEAVE**

When weather conditions, or other conditions such as a local, State, or national state of emergency, are so severe that the safety of employees is a concern, the Board of Commissioners, at its discretion, may invoke liberal leave. County departments and agencies will remain open during periods of liberal leave, therefore, it is the expectation that all employees will make every reasonable effort to report to work and work their scheduled workday.

Elected officials/department heads will notify employees of the Commissioners' declaration of liberal leave, as well as the options available to employees. Liberal leave will also be announced at the earliest possible time on radio stations 830AM WEEU, 1340AM WRBW, 102.5FM WRFY, and on television station WFMZ Channel 69.

If the County invokes liberal leave and a non-essential services employee makes the determination that, due to weather or other serious conditions, he/she cannot safely get to work or remain at work, the employee may take liberal leave without being disciplined.

If the employee chooses to take liberal leave, he/she has the option to use accrued benefit time (vacation day, personal day, or comp day where applicable). If a non-exempt employee does not have adequate accrued benefit time the absence from work will be unpaid. If an exempt employee does not have adequate accrued benefit time, the Department Head should contact the Human Resources Department.

Some employees are designated by their department head as vital to the daily operation of the department. These essential personnel must report to work according to their assigned work schedule or remain at work until the end of their assigned work schedule.