

# **ADMINISTRATIVE PROCEDURE 11-01**

## **HAZARDOUS WEATHER POLICY**

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Unless extremely serious weather or other emergency conditions prevail, no announcement will be made concerning the closing of County Offices. Such announcements will be made, if considered advisable, by the County Director's Office. If hazardous weather conditions make it impossible for an employee to get to his place of work, employees in non-essential positions shall be allowed to:

1. Make up the time lost from work at time scheduled by the employing department;
2. Use accrued annual leave; or
3. Take leave without pay.

Some departments must be staffed twenty-four (24) hours a day. Employees in those departments may be required to report as scheduled. Failure to report when directed will result in disciplinary action.

When unable to report to work due to weather conditions, employees should notify their supervisors if possible.

If hazardous conditions develop during the work day, the County Director will notify Department Heads when it is determined the employees should leave early. In such cases, employees may arrange for the time lost as specified above.

### **NOT APPLICABLE TO CERTAIN PERSONS**

Some provisions of this resolution are not applicable to elected officials in Abbeville County, nor those employees of Abbeville County whose hiring and firing is controlled by elected officers.

Passed with Resolution 2011-29