

# MADISON COUNTY, VIRGINIA PERSONNEL POLICIES MANUAL

EMERGENCY CLOSINGS POLICY			
POLICY NO.	8.13	EFFECTIVE:	01/02/2024

It is the intent of the County to provide maximum services to the public by maintaining normal business hours at all County facilities. Under normal and safe conditions, employees are expected to arrive at work on time.

Adverse weather conditions (generally the result of snow or icy conditions, or other emergency conditions beyond the control of the County) and conditions which make it unsafe or unsanitary for employees to remain at work are recognized as conditions which could jeopardize the safety of employees and could therefore warrant the closing of County facilities. The County Administrator shall determine when to announce the closing or delayed opening of County facilities. Employees shall report to their workstation unless otherwise advised by the County Administrator, under this policy.

In the event of inclement weather or any extreme situation, the County Administrator may authorize liberal leave or order office closures. Essential employees are expected to report for duty during inclement weather, regardless of the County Administrator's decision to close County offices.

A. Liberal leave.

Inclement weather can cause difficulty for an employee getting to or from work. "Liberal leave" permits non-essential employees to use paid time off or compensatory leave (if available) to cover their absence should they not report to work, not report to work on time, or leave work early. Such absences, as is the case for all absences, require the approval of the employee's supervisor.

B. Office closings.

If the County Administrator closes County offices due to inclement weather, nonessential employees scheduled to work will be treated as having worked as per their schedule. Essential employees will be required to work whether or not County offices are closed and will not be eligible for overtime pay or compensatory leave earnings due to County offices being closed. For any employees on scheduled leave, the day of closing will be treated as a normal workday and appropriate leave will be charged.

C. Employee Responsibility

Employees shall be responsible for checking with their supervisors to determine, for the purposes of this policy, whether or not they would be considered non-essential.

D. Public Service Announcements

Public service announcements shall be announced over appropriate local radio and/or television stations when the County Administrator changes the normal business hours of County facilities (delayed openings, closing of facilities partially or all day).

E. Guidelines and Procedures

To ensure compliance with this regulation, the County Administrator will develop guidelines and procedures which are consistent with fair employment practices and will provide information and guidance to Department heads.