



ADVERSE WEATHER PROCEDURE

1.10

Effective Date: 07/18

Purpose: The purpose of the procedure is to provide guidance regarding work days/hours to staff of the Barren River District Health Department (BRDHD) during times of adverse and inclement weather conditions.

Failure to Comply: Employees who fail to comply with this procedure will be subject to disciplinary procedures. Agency failure to comply could result in violation of state regulations.

Procedure: BRDHD will remain open during periods of inclement or adverse weather conditions, unless otherwise specified by the public health director. Working hours of employees will not be altered due to inclement or adverse weather conditions.

In accordance with 902 KAR 8:120, Section 19, individual employees, who in the interest of their own safety, cannot or should not travel due to inclement weather conditions are entitled to take annual leave or comp time. In the absence of vacation or comp time, an employee may use leave without pay. Whether an employee cannot report to work, reports to work late, or leaves work early due to weather conditions, the following shall apply:

1. Employees may use accumulated annual or comp time; or
2. If annual and comp leave have been exhausted, the employee may take leave without pay.

It is the responsibility of the employee to communicate directly with their immediate supervisor during periods of adverse weather that affect the employee's ability to report for work as scheduled.

Any employee who is on leave that was arranged prior to the inclement weather shall use the leave as originally requested.

If the public health director determines that health department offices should be closed in a particular county or in designated counties due to a weather-related emergency or adverse condition, the public health director may establish an alternate site of work. The employees will then be notified of the alternate site.

ReadyOp will notify all employees in the case of an agency decision to operate outside of designated hours in response to an emergency. ReadyOp will also be utilized to inform employees of the agency's decision to close during normal operating hours.

Forms: None

References: [902 KAR 8:120 – Leave Provisions Applicable to Employees of Local Health Departments](#)

Contact Person: Human Resources Manager

Procedure Origination, Revision, and Review Tracking

Procedure Number	Origination Date	Description of Revision or Reviewer Name
1.10	12.14.2017	HR Manager – Procedure Creation
1.10	9.24.2020	HR Manager-review