

**CAYUGA COUNTY POLICY MANUAL**  
**Section 15**

**Subject:** Employee Absences Necessitated by Adverse Weather Conditions

**Effective Date:** 5/25/10; Res. 255-10

**Supersedes Policy of:** January 31, 1979

**Policy Title:** Employee Absences Necessitated by Adverse Weather Conditions

**Objective:** The purpose of this policy is to clarify what is considered a legal absence during extraordinary weather events.

**Policy:**

1. When by an act of the County Legislature the County Offices are closed due to hazardous weather conditions, no time will be charged against the employee. Otherwise, all employees are obliged to report to work.
2. If hazardous weather conditions exist during working hours, the Chairperson or the County Administrator, if the Chairperson is unavailable, determine if early dismissal is warranted. If the recommendation for early dismissal seems advisable, all employees who are permitted to leave will not have time charged against them.
3. When an employee is absent from work on approved leave, i.e., vacation, sick leave, personal leave, etc., this does not change by virtue of closure of the County Offices or early dismissal.
4. When an employee is working in the field and hazardous storm conditions arise making it dangerous to travel, it is his/her responsibility to call his/her supervisor and report the situation before going off duty.
5. Any employee who is unable to report to work or requests to leave work early due to weather conditions must charge this time to an appropriate leave accrual or take unpaid leave.

**(Note: Policy shall be reviewed periodically by the County Administrator or his/her designee. Revisions that are adopted by the Legislature shall be distributed to all departments.)**