



COUNTY OF INYO

INCLEMENT/SEVERE WEATHER POLICY

As a general rule, it is a departmental responsibility to address the issue of inclement weather that may make it difficult for employees to travel to and from their work sites. The following, which is an effort to establish consistency among departments, leaves much of the discretion with Department Heads.

INCLEMENT WEATHER GUIDELINES

Getting to/from Work

1. If an employee perceives that it would be very difficult and/or dangerous to report to work or return home due to hazardous driving conditions caused by inclement weather, the process should be as follows:
 - a. The immediate supervisor and/or department head should be contacted by the employee and be advised why he/she will not be reporting to work or leaving work to return home and when the employee plans to return to work.
 - b. The employee should account for the day(s) of absence as either Flex or Vacation time taken.

SEVERE WEATHER DAY POLICY

1. Only the County Administrative Officer (CAO) or his designee can declare a severe weather day.
2. A severe weather day will only be declared after confirmation from the California Department of Transportation and/or the California Highway Patrol by the CAO or designee, that there exists hazardous driving conditions.
3. The declaration of a severe weather day means that:



- a. Except for 24-hour and/or emergency programs all County programs/functions will close and the employees will be sent home.
- b. Employees will not be required to use Flex or Vacation time to account for their absences.

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