

PERSONNEL POLICY - 245.00 Liberal Leave-Hazardous Weather or Emergencies

As the City of Hagerstown provides essential services to its residents, every reasonable attempt will be made to open for business on all regularly scheduled workdays. When inclement weather or emergency conditions necessitate the closure of a city facility, every effort will be made to notify employees and the community by 6:30 a.m. or earlier if feasible. Such determinations are reported to the media and are posted on the City of Hagerstown website [City of Hagerstown Website](#) and Facebook page [City of Hagerstown Facebook Page](#).

In the event of severe weather or emergency conditions, the City may declare liberal leave for those employees that are non-essential to the continuous operation of the City. Liberal leave is unscheduled leave that employees may take in the event that extreme weather, or a similar emergency, prevents them from coming in to work as usual.

The following conditions apply when liberal leave is in effect:

1. Non-essential employees are permitted to be absent for a portion of a workday or the entire workday and are charged paid leave (i.e., personal, sick to vacation, compensatory or vacation) or leave without pay, as appropriate, for the period of absence. **Employees must notify their supervisors if they intend to take liberal leave.**
2. Non-essential employees who do not report to work under the liberal leave policy will not be penalized for unapproved absence.
3. Non-essential employees arriving late under a liberal leave determination will not be penalized for tardiness, but will be charged paid leave or leave without pay, as appropriate, for the period between the regular starting time and their arrival.
4. If liberal leave is announced during the workday, Non-essential employees will be permitted to leave the work site, at their discretion **after confirming with their supervisors.** Employees will be charged paid leave or leave without pay, as appropriate, for the period between their departure and the end of their regular workday.

IMPORTANT INFORMATION:

1. Liberal leave determinations do not apply to emergency and/or continuous operations essential employees. Emergency and/or continuous operations essential employees are those employees working for the Fire, Police, Public Works, and Utilities departments or any other employee considered essential to the operations of the City. Those employees are required to report when liberal leave is declared, unless they are specifically excused by their supervisors.

Essential personnel and personnel required for emergency conditions call-in are required to report when notified.

2. Employees may not use sick leave for a liberal leave absence unless the absence meets the criteria for leave as defined in Personnel Policy No. 203 - Sick & Safe Leave.
3. In the event that the City Administrator orders certain City facilities to be closed under extreme emergency conditions for any amount of time during the workday, full and part-time employees will not report to or remain at their jobsites. The following leave rules will apply:
 - a. Non-essential personnel pay examples during facility closings:
 - i. Facility is closed for full work day: Non-essential employee must use charged paid leave if they want paid for the day or they may take an excused day without pay.
 - ii. Facility is closed for a partial work day: Non-essential employee must use charged paid leave if they want paid for the time not worked during the day or they may take excused time without pay for the time not worked.
 - iii. Closing a facility does not create a paid Holiday situation.
4. Any employee with a pre-scheduled absence due to vacation, sickness, personal or compensatory time, etc. shall be charged that time for the entire pre-scheduled absence if liberal leave is designated during the pre-scheduled absence.

I acknowledge that I have received, read, and understand the Liberal Leave policy of the City of Hagerstown.

Print Name

Signature

Date