

4.37 Funeral leave shall not exceed two days per occurrence.

COMPENSATORY TIME OFF:

4.38 Compensatory time may be taken in conjunction with leave but must be requested by the employee and same must be approved by the appointing authority.

EMERGENCY/DISASTER LEAVE:

4.39 Purpose: The County recognizes that from time to time adverse weather conditions or emergency situations, natural or manmade disasters, will prevent employees from working their regularly scheduled hours.

a. Definition: Disaster means emergency situations, natural or manmade, which require the office/department to immediately remove an employee from work location and before any adverse action has been initiated including situations where there is an immediate threat to County property or the well-being of an employee or the public. A disaster may include suspending normal operations of the County or an office or a department of the County because of events beyond the control of the County. It may include a closure of an office or department of the County for repairs.

b. Procedure: Regular employees are entitled to paid emergency/disaster leave for hours not able to work due to an emergency/disaster and as instructed by the county official vested with authority to close the office or department county-wide or specific area.

1. During the disaster, any regular employees who are on scheduled vacation, sick leave, administrative leave, Family Medical Leave Act (FMLA), Funeral Leave, military leave, Leave Without Pay (LWOP) or any other authorized time off prior to the disaster, will be paid or not paid according to the previously approved time-off. Temporary employees will not be paid for non-worked hours during a disaster.

c. Authority. The county official who instructs an employee(s) not to report to work must be an official vested with such authority. That county official shall be the County Judge or designee. The county official may instruct the closure of county offices county-wide or a specific designated area and for a specific length of time not to exceed ten (10) business days during any one calendar year unless specifically approved by the Commissioners Court.

d. Essential Personnel: Each Elected Official/Department Head shall identify "Essential Personnel" who are required to work during or immediately following an emergency situation. The Elected Official/Department Head shall complete the "Emergency Services Essential Personnel Notification" Form (NCF-9) which identifies the employees that are charged with performing duties when an Emergency / Disaster occurs.

1. Essential Personnel, who are classified as exempt, that are required to work during or immediately following a Disaster and work more than forty hours in a seven day pay period will be compensated at their hourly rate for each hour worked over the forty hours in that week. This hourly compensation for hours worked over the forty shall begin on the date of the start of the Disaster and shall continue during the pendency of the Disaster up to fourteen days unless a longer period is approved by the Commissioners Court.