
**DOUGLAS COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER: 200.45
EFFECTIVE DATE: 01/17/08
REVISED:
AUTHORITY: BOC
COUNTY MANAGER: *Don Holle*
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SUBJECT: EMPLOYEE ABSENCE DUE TO NATURAL OR OTHER DISASTER

- I. PURPOSE:** To establish policy for employee leave time in the event of a natural or other disaster, such as fire, flood, or acts of terrorism.
- II. POLICY:** All County departments and the East Fork Fire and Paramedic Districts will follow one policy when an employee or employees are immediately affected by natural or other disaster.
- A. All County/District employees, regardless of status, are expected to follow attendance guidelines set forth by their department policies or association contracts. Employees will make an effort to report to work as soon as is reasonable under such conditions provided that the County/Districts operation is open and functioning. Employees may be required to report to other departments to assist in the continued functioning of those departments.
 - B. Employees immediately affected by a natural or other disaster, such as destruction of personal property or loss of life, are expected to secure their dwelling and escape from immediate harm. To account for time away from work, employees in this situation will utilize time in the following order: 1. comp time; 2. administrative leave; 3. accrued vacation leave; and 4. accrued sick leave. Once existing comp time, administrative leave, and vacation leave has been exhausted, the employee may utilize existing sick leave.
 - C. Catastrophic Leave will not be granted for time lost due to natural or other disaster.
 - D. Additional administrative leave time may be granted on a case by case basis after review by the Department Head or Elected Official and approved by the County Manager.
- III. DEFINITIONS:**
- A. "Immediately affected" means the employee or employee's immediate family's primary residence is located in the disaster area that has been declared a "disaster" and/or the employee has been advised by the appropriate authority to evacuate (mandatory or voluntary).

- B. "Disaster area" means a designated area affected by an event declared to be a disaster by a local, state, or federal government agency duly authorized to make such designation.

IV. RESPONSIBILITY FOR REVIEW: The Human Resources Manager will review this policy once every five (5) years, or as necessary.

01/17/08