



District 2 Public Health

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Banks, Dawson, Forsyth, Franklin, Habersham, Hall, Hart, Lumpkin, Rabun, Stephens, Towns, Union and White Counties

DISTRICT 2 PUBLIC HEALTH INCLEMENT WEATHER POLICY

Closure Decisions

In inclement weather, the County Nurse Manager and County Office Manager are responsible for assessing the situation and making a decision about closing the health department. It is the responsibility of the County Nurse Manager and County Office Manager to devise a plan for all employees, including any travelling staff, to learn of the decision made for the Health Department.

The district office will maintain a contact in Hall County for information for the District Office, Hall County Health Department, Hall County Environmental Health Department, and Children With Special Needs. Employees assigned to work in these Hall County units can find out if there is any change in the normal hours of operation through radio station WDUN (AM 550) and accessnorthga.com, or by calling Janice Austin's voice mail (770-535-5877).

Health Department Open

If the Health Department is open, all employees are expected to report to work. However, if you determine that you cannot report to work for the hours that the health department is open due to hazardous roads in your immediate vicinity, you should inform your supervisor and submit the appropriate leave request.

Annual Leave

If the Health Department is officially closed, employees do not have to take annual leave. However, once the Health Department officially opens, if you are unable to report to work you will have to use annual leave. Should you not have annual or personal leave to take, you will be placed on leave without pay for the time you did not report to work after the Health Department officially opened.

If you are already approved for leave and the Health Department is closed or opens late due to inclement weather, you still will be charged the leave.

DISTRICT 2 PUBLIC HEALTH
INCLEMENT WEATHER POLICY CONTINUED

Travelling Staff

If the Health Department in the county you are assigned to work in that day is open, you are expected to report to work, even if your home base is closed. If the Health Department in the county you are assigned to work in that day is closed but your home base is open, you are expected to report to your home base. Should you determine that you cannot report to work for the hours that the health department or your home base is open due to hazardous roads in your immediate vicinity, you should inform your supervisor and submit the appropriate leave request.

If both the Health Department you are assigned to work in that day and your home base are closed, you do not have to take annual leave.

General

All employees are expected to use their best judgment in determining whether or not they can report to work due to hazardous road conditions. The option to take annual leave when travelling would be dangerous is provided in the interest of keeping our employees safe. No employee should be forced to travel when road conditions are hazardous.

Blatant misuse of this leave option will be treated like any other misuse of leave.