

Chapter: Leave, Time, and Attendance	<b>Effective Date: 1/1/15</b>
<b>Title: Emergency Leave – Inclement Weather, Emergency Conditions, or Other Good Cause</b>	Page: 1 of 2
ACA: N/A	Replaces: PRS.28.13, 12/1/11
Statutes: <a href="#">Gov't Code §661.902</a>	

(a) **Policy.**

The executive director or designee may grant paid emergency leave:

- to the employees assigned to a facility or office in an area affected by inclement weather;
- when emergency conditions warrant temporary suspension of operations; or
- when there is other good cause for granting such leave.

(b) **Definitions.**

For definitions of certain terms used in this policy, see the [PRS Glossary](#).

(c) **Procedures.**

(1) **Facility/Office Operations Affected by Inclement Weather or Other Emergency Conditions.**

(A) **Authority to Close Facility/Office.**

- (i) Only the executive director or designee may decide to close a facility or office for all or part of a day due to inclement weather or other emergency conditions.
- (ii) If a supervisor or higher level of authority tells employees that they may come in late, leave early, or stay home and the executive director or designee does not announce a full or partial closure, the employees must use available leave accruals or unpaid leave for the missed work time.

Note: The following procedures apply when the executive director or designee delays an opening or authorizes early closure for a workday or temporarily closes a facility or office for a period of two weeks or less. If inclement weather or an emergency situation results in the closure of a facility or office for more than two weeks, the executive director or designee may implement other procedures as necessary.

(B) **Employee Notification.**

Information regarding a facility/office closure is generally available to employees via email, the weather / information line, or the TJJJ Internet. In addition, supervisors or their designees may attempt to notify employees who are scheduled to report to work. If an FLSA non-exempt employee reports to work, the employee may remain at work only with the supervisor's approval and if appropriate supervision is available.

(C) **Time Reporting.**

- (i) An employee is granted emergency leave equal to the amount necessary to cover the work time he/she missed because of a full or partial closure authorized by the executive director or designee. Additionally, if the employee worked during the hours covered by the closure, the employee is granted emergency leave for the amount of time worked.
- (ii) An employee who is not scheduled to work and does not work during a facility or office closure will not receive emergency leave.

**(2) Officially Closed Roadways.**

- (A) When a facility or office remains open during inclement weather, an employee may be granted emergency leave if:
- (i) roadways in the area of the employee's home address have been closed by a governmental entity or official (e.g., Texas Department of Transportation, county official, Sheriff's Office, Police Department);
  - (ii) no practical alternate routes from the employee's home address to the employee's work location are available; and
  - (iii) the employee provides documentation identifying the date and area of the road closures (e.g., documentation from a local radio station website or the Texas Department of Transportation website or a written confirmation from a county commissioner).
- (B) To request this type of leave, an employee must submit a written request (e.g., memo, email) along with the supporting documentation to the local human resources administrator (HRA). The local HRA submits the request to the centrally located leave specialist, who coordinates submitting the request to the executive director or designee for approval.

**(3) Other Good Cause for Emergency Leave.**

- (A) Good cause for emergency leave includes when an uncommon, distressing incident results or has the potential to result in an employee being too upset, distraught, or distracted to complete his/her shift or workday.
- (i) When such an incident occurs, the employee's supervisor, administrative duty officer, or higher authority may grant emergency leave for the remainder of the employee's shift or workday.
    - (I) If available, the chief local administrator or designee must be consulted before granting the leave.
    - (II) If the employee is notified of the leave via memo or email, the memo or email must describe the reason for the leave and the number of emergency leave hours granted. The local HRA must be copied on the memo or email, and he/she must forward the email to the centrally located leave specialist.
    - (III) If the employee is verbally notified of the leave, the supervisor/manager who granted the leave must send an email to the local HRA before the supervisor/manager leaves work. The email must note the reason for granting the leave and the amount of leave granted. The local HRA must forward the email to the centrally located leave specialist.
  - (ii) This type of emergency leave must not be extended beyond the end of the employee's shift or workday without written approval from the executive director or designee.
- (B) The executive director or designee may grant emergency leave via memo or email for incidents or occasions other than those described in [\(3\)\(A\)](#) above when there is good cause for taking emergency leave. The centrally located leave specialist must receive a copy of the memo or email before adding the leave time to the timekeeping system.
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