



**CITY OF BOWLING GREEN
ADMINISTRATIVE INSTRUCTION NO. 55**

INCLEMENT WEATHER

City employees are expected to report to work as scheduled regardless of weather conditions. All City employees are deemed essential. Everyone is required to report to duty as scheduled in order to maintain City operations.

You are advised to keep your employee identification card with you so that you can identify yourself should you be stopped by a member of law enforcement as you drive into work. If you have difficulty getting through you are advised to notify either the Personnel Department or the Administrator's office and the involved law enforcement agency will be contacted.

If you ascertain that you are unable to report to duty because of adverse weather conditions, you must make contact with your supervisor in order to request time off. If you are approved to take time off, you will be required to utilize some type of accrued leave to cover the leave. Department and/or division protocols for requesting and obtaining authorization to take accrued leave must be followed. Appropriate leave forms for this type of leave would be vacation, personal business, or compensatory leave. Leaves of absence without pay can only be approved by the Municipal Administrator, and will not normally be granted.

Alternatively, if you are unable to drive to work on your own because of adverse weather conditions, you could also contact your department or division head and ask if arrangements could be made for someone from a City division to transport you. This service will be provided on a case-by-case decision of the department/division head, if staff and vehicles are available.

If City offices are closed as a result of inclement weather or other emergency, you will be contacted directly by a supervisor or manager. Notice will also be provided to local news agencies.


John B. Quinn, Mayor 10-10-05
Date