

## HARFORD COUNTY HEALTH DEPARTMENT POLICY

Title of Policy: Weather Policy	
Program Area: Administration	
Approved By: <i>Susan Kelly</i>	Original Effective Date: February 2003
Susan Kelly, Health Officer	Revised Dates: December 16, 2012; November 15, 2013; February 4, 2014

### 1.0 Policy

The Harford County Health Department (HCHD) follows both Harford County Government and the State of Maryland Government for closures, delayed openings, and early dismissals. HCHD follows only the Maryland Government for the use of liberal leave.

### 2.0 Purpose

The policy provides employees with information about how to determine when HCHD will have a closure, a delayed opening, or early dismissal due to inclement weather. The policy also provides guidance on the use of liberal leave and leave requested prior to the closure, delayed opening, or early dismissal.

### 3.0 Procedures

- 3.1 When the weather is bad because of snow fall, flooding, strong winds, or other weather event that might impede travel, employees should listen to the radio and/or television news prior to leaving for work to determine if the Harford County Government or the Maryland Government is closed or has a delayed opening.
- 3.2 The employee should not come to work if either the Harford County Government or the Maryland Government is closed and should delay coming to work if either has a delayed opening.  
To verify delays or closures, employees should call:
  - State of Maryland – 1-877-285-6407
  - Harford County Government – 410-638-3484 or 410-893-3594
- 3.3 All employees scheduled to work on a day when there is a delayed opening, early dismissal, or closure will be granted Administrative Leave.
- 3.4 All employees scheduled off during the time when there is a delayed opening, early dismissal, or closure must use the hours of leave for that time even though offices are closed.
- 3.5 All employees who choose not to work on the day of a delayed opening must contact their supervisor for approval and use a full 8 hours of leave.
- 3.6 HCHD follows only the Maryland Government for the use of liberal leave during inclement weather.