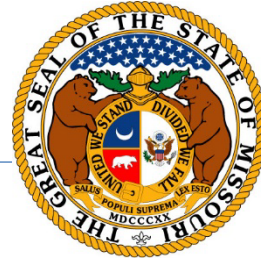


STATE of MISSOURI ADMINISTRATIVE POLICY



POLICY: SP-09
POLICY TITLE: Hazardous Travel
ISSUED: November 26, 2025
AUTHORIZED BY: Kenneth J. Zellers, Commissioner

A handwritten signature in black ink that reads "Ken Zellers".

I. Purpose

This policy describes the procedures to follow when the Commissioner of Administration ("Commissioner") implements the Hazardous Travel Policy ("policy") during an extreme case of inclement weather and is limited to the specific geographic regions identified. Due to the importance of the services provided by state government and to ensure continuity of operations for Missourians, this policy recognizes that even in extreme cases of inclement weather or resulting road/traffic conditions state operations must continue, and employees who are unable to work due to inclement weather or hazardous traffic conditions may be permitted to take leave.

II. General Statement

In cases of extreme inclement weather, the Commissioner, in consultation with the Governor, will implement the Hazardous Travel Policy. In determining when to implement the policy, the Commissioner, in consultation with the Missouri State Highway Patrol and the Missouri Department of Transportation, will consider the following: (1) forecast weather conditions; (2) current and anticipated road conditions; (3) public transportation; (4) actions by other major employers in the affected area; and (5) location of remote state operations.

The specific geographic areas affected will be identified when implementing this policy and apply to only those designated areas. Department directors that have operations in remote parts of the state will be delegated the authority to implement this policy in those areas.

III. Employee Work Schedules and Leave Policies

- A.** Employees who are designated to provide critical services will be expected to report to work. Employees performing critical services must be designated as such by their department director or division director.
- B.** Employees who are not designated as providing critical services who are delayed or prevented from reporting to work due to inclement weather or who wish to leave work early due to worsening weather or road conditions must notify their supervisor to report the absence or receive approval prior to departing the work area.



- C.** Employees who are absent from work or unable to work due to inclement weather or poor road conditions while the policy is in effect in their geographic area may account for the absence by one of the following methods, with the approval of their supervisors:
1. Using accumulated compensatory time;
 2. Using accumulated annual leave;
 3. Adjusting their work schedule within the current work week or within the same work pay-period, without incurring overtime. Due to the nature of an individual employee's duties, make-up work may not be an available alternative; or
 4. Requesting leave without pay only if accrued leave balances are exhausted.
- D.** An employee who could work from an alternative location may seek advance approval from their supervisor. A supervisor may grant the request if the supervisor determines that the work is needed to ensure continuity of operations and the employee's job responsibilities can in fact be done from an alternative work location. Due to the nature of an individual employee's duties, working from an alternative location may not be an option. The supervisor may authorize the employee to work from an alternative location for a full or partial day. Individuals are expected to accurately capture time worked and should take leave as outlined above if an employee does not work a full workday. This authorization is limited solely to the duration of the implemented hazardous travel policy.
- Should an employee be unable to work in an alternative location due to a connectivity issue, such as loss of power or internet usage, etc., the employee must promptly notify their supervisor.

IV. Communicating Decisions Regarding Hazardous Travel Policy

The implementation of the Hazardous Travel Policy due to inclement weather will be announced through:

- A.** The Missouri Office of Administration via work email for all State employees;
- B.** Through SMS/text messaging for employees who are subscribed to the [Hazardous Travel Policy alerts](#);
- C.** Local radio or television news; or
- D.** Each department's normal communications procedures.