



# STATE OF MISSOURI ADMINISTRATIVE POLICY

POLICY TITLE: <b>Hazardous Travel</b>	AUTHORIZED BY:
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## General Statement

Due to the importance of the services provided by state government, some state operations need to remain open even in extreme cases of inclement weather or resulting road/traffic conditions. In cases of extreme inclement weather the Governor will implement the Hazardous Travel Policy. This policy will permit the liberal use of an employee's leave for those individuals who choose to stay home or leave work early during times of inclement weather. Employees who are determined to provide critical services will be expected to report to work. Employees performing critical services will be so designated by their department.

In determining when to implement the policy, the Governor, after consulting with the Missouri State Highway Patrol, will consider the following: forecast weather conditions, current and anticipated road conditions, public transportation, actions by other major employers in the affected area and location of remote state operations. The geographic areas affected will be identified when implementing this policy and apply to only those areas. Department directors that have operations in remote parts of the state will be delegated the authority to implement this policy in those areas.

### A. Absences when Governor has implemented The Hazardous Travel Policy.

1. Employees 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 may account for the absence by one of the following methods with the approval of their supervisors:
  - a. Charged to an employee's accumulated compensatory time.
  - b. Charged to an employee's accumulated annual leave.
  - c. Made up by adjusting work schedule. Make-up work shall be completed within a reasonable period without incurring overtime. Note: Due to the nature of an individual employee's duties, make-up work may not be an available alternative.
  - d. Charged to leave without pay only if the employee has insufficient accumulated compensatory and/or annual leave and the work schedule cannot be adjusted for the absence to be made up.

### B. Communicating Decisions Regarding Hazardous Travel Policy

The implementation of the Hazardous Travel Policy due to inclement weather will be announced through local radio or television news or through each department's normal communications procedures.