

# Warren County Board of Supervisors

RESOLUTION NO. 396 OF 2008

Resolution introduced by Supervisors Thomas, Kenny, Haskell, Belden, Stec, Sokol and Tessier

## ESTABLISHING POLICY CONCERNING PAID LEAVE OF ABSENCE FOR EMPLOYEES DURING A DECLARED STATE OF EMERGENCY

RESOLVED, that the Warren County Board of Supervisors hereby establishes a policy concerning paid leave of absence for employees during a declared State of Emergency, which policy is more fully described in "Schedule A" attached hereto and made a part of this resolution.

## SCHEDULE A

### Warren County Policy concerning paid leave of absence for employees during a declared State of Emergency

1. During the time that a state of emergency exists following a declaration of such emergency by either the Chairman of the Warren County Board of Supervisors or a Warren County Town Supervisor, an employee of the County may request a leave of absence from his or her County employment for purposes of engaging in the actual performance of duties as, (a) a volunteer firefighter, or (b) volunteer ems / ambulance attendant as part of the response to the event that gave rise to the declaration of a state of emergency.
2. Requests for such leave of absence must be made to the Department Head or designee before the absence. The absence may be granted by the employee's immediate Department Head or designated Deputy but only to the extent that such absence will not interfere with Departmental operations. No leave of absence shall be authorized without Department approval and absences will be limited to the time authorized by the Department Head or designee. The Department Head or designee may require employees seeking leave to obtain a new authorization for each day or other period or interval of leave selected by the Department Head or designee. Absence without such authorization may result in disciplinary action or termination if provided for under any Labor Collective Bargaining agreement.
3. In the event the Department Head or designee approves the leave of absence, the County employee shall be compensated at his or her regular rate of pay for those regular hours during which the employee is absent from work without loss of any vacation, personal or sick leave accruals that the employee may be entitled to. No County employee will be paid for hours volunteered outside their standard work hours in response to any declared state of emergency.
4. Any applicable leave shall not exceed twenty (20) days in any calendar year.