

**ARKANSAS FORESTRY COMMISSION
INCLEMENT WEATHER
POLICY & PROCEDURE STATEMENT
§ 60**

Policy

1. All unit offices will be open during regular business hours during inclement weather.

General Provisions Applicable to All Employees

2. When the inclement weather policy is in effect, all employees who can get to work without undue personal risk should be at work by 10:00 a.m.
 - In accordance with Governor's Policy Directive No. 7, employees arriving by 10:00 a.m. will be given credit for a full day's attendance (8:00 a.m. until 10:00 a.m., Human Resources Office will notify employees the correct AFC/AASIS codes);
 - Employees arriving after 10:00 a.m. may use accrued annual, compensatory, or holiday leave from 8:00 a.m. until their arrival time (use appropriate leave code); and
 - Employees who do not come to work all day must use eight hours accrued annual, compensatory, or holiday leave. Employees without sufficient accrued leave will be placed on Leave Without Pay (LWOP).
3. If an employee usually leaves home for work before the inclement weather policy is publicly placed in effect, the employee will determine if he or she should depart for work. If the employee elects to remain at home and the inclement weather policy is not placed in effect, time off will be charged to the employee.
4. When severe inclement weather occurs during office hours, the State Forester or his designee will have the discretion to allow employees to leave work early for safety reasons. Decisions to allow employees to leave early should recognize the need to assure service delivery to the citizens for the full work day.
5. The State Forester will designate personnel who must be at work by the time of regular office opening, despite inclement weather.

Authority, Delegation, and Notification

6. In the Little Rock metropolitan area, see Governor's Policy Directive No. 7.
7. Outside the Little Rock metropolitan area, the State Forester delegates implementation authority to the District Foresters, Nursery Supervisor, Reforestation Manager, State Forest Manager, and Rural Fire Protection Administrator.

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Designated Personnel For Service Delivery

8. The supervisors identified in paragraph 7 are designated to assure service delivery for the full work day.

Repeal

9. This Inclement Weather Policy § 60 supersedes all earlier AFC § 60 policies and memoranda, which are hereby repealed.