

308 Disaster and Emergency Leave

308.10 Policy Statement

It is the policy of Gallatin County to provide paid leave of absence for an employee affected by a disaster or emergency as declared by the governor of Montana; to allow employees to take accrued vacation leave, compensatory time, or leave of absence without pay to deal with personal emergencies or to provide volunteer service during a disaster or emergency which does not personally affect the employee.

308.20 Declared Disaster or Emergency

When the governor of the state of Montana declares a disaster or emergency, an affected employee of the County shall receive paid leave of absence which is not charged to any accrued leave or compensatory time.

308.30 Request for Leave

A department head/elected official or designee shall determine on a case-by-case basis whether or not an employee of a department is affected by a declared disaster or emergency, and the period of time for which the employee should receive paid leave under this section.

When the governor's declaration does not define affected employees, employees wanting paid leave under this policy shall make a request through their department head/elected official stating the reasons they were affected. The request shall be subject to final approval by the Board of County Commissioners. A Leave of Absence Request Form obtained from Human Resources should accompany the request.

308.40 Personal Disaster or Emergency or Volunteer Service

An employee who is affected by a personal disaster, emergency, or who wishes to provide volunteer service is eligible to apply to the department head/elected official to take annual vacation leave, accrued compensatory time or leave of absence without pay. The employee may not take sick leave except for reasons outlined in the Sick Leave Policy (GCPM Section 316).

An employee must provide written verification of participation in the emergency if requested by the department head/elected official.

308.50 Employees Required to Work During a Declared Disaster or Emergency

An employee who reports for work and performs regular duties and responsibilities, or an employee who is requested to return to work to perform essential services during a declared disaster or emergency which requires the general closure of County offices, will be authorized compensatory time in addition to his normal salary. This provision applies to all exempt and nonexempt employees.

Effective Date: 10/01/2008