

**MONTGOMERY COUNTY, TEXAS
EMPLOYEE POLICY MANUAL
4. BENEFITS AND LEAVE**

4.14 DISASTER POLICY

- PURPOSE** 4.14-1 The County recognizes that from time to time adverse weather conditions or similar situations will prevent employees from working their regularly scheduled hours.
- PROCEDURE** 4.14-2 When employees are instructed to stay home due to adverse weather conditions or natural disasters, the hours that would have been worked shall be charged to payroll code 032 (Authorized Time Off), and the employees will be paid for said time.
- EMPLOYEES REQUIRED TO WORK** 4.14-3 In situations where employees in certain positions (essential personnel) are instructed to report to work due to a county wide disaster being issued, the employee shall charge the actual time worked with their regular payroll code and an additional leave code 331 (Disaster PTO), in an amount of leave equal to the actual hours worked.
- ACCRUED LEAVE** 4.14-4 Employees who received prior approval to take vacation, sick leave, family medical leave, personal time or holiday leave during periods of closure are **not** eligible to claim Disaster PTO hours.
- PART-TIME EMPLOYEES** 4.14-5 Part-time employees are eligible for Disaster PTO **only** if they are scheduled to work the days the disaster is declared and **only** for the amount of hours they are scheduled to work.
- EMPLOYEES REQUIRED TO WORK PARTIAL DAYS** 4.14-6 If employees actually work part of the day but are instructed to leave due to the disaster, employees should charge the time they actually work to their regular work code and the remaining hours of the day to code 032 (Authorized Time Off). Employees should also use code 331 in the amount of leave equal to the actual hours worked.
- USE OF DISASTER PAID TIME OFF** 4.14-7 The time charged to code 331 leave (Disaster PTO) must be used within 90 (ninety) days from the date it is earned and must be scheduled in advance and approved by the Elected Official or Department Head. When an employee uses time banked due to a disaster, this time must be coded to code 332 (Disaster PTO used). Disaster PTO hours are not paid upon termination.
- AUTHORITY** 4.14-8 The County Official who instructs an employee(s) to stay home, must be an official vested with such authority.