

## **Liberal Leave**

“Liberal leave” is defined as the leave taken by an employee from the start of the work day to the time the employee actually reports to work following an official announcement that the City is open and liberal leave is in effect. An employee is expected to report to work unless severe weather conditions prohibit safe travel or the emergency condition requires the employee’s immediate attention to personal matters. If possible, the employee should contact his or her supervisor to advise of the expected report to work time. Any work time missed during a period of “liberal leave” will be deducted from an employee’s annual or compensatory leave.

Liberal leave does not apply to essential personnel. Essential personnel are defined as those employees who are designated by the nature of their jobs or by their supervisor to provide emergency services or to continue City services during periods of emergency.