

**COMMISSIONERS**

Thomas A. Makowski, *Chairman*

Thomas P. Pizano

Stephen A. Urban

James M. Torbik

*County Manager/Chief Clerk*



**Luzerne County**

200 North River Street

Wilkes-Barre, Pennsylvania 18711-1001

(570) 825-1500

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TDD (570) 825-1860

**COUNTY SOLICITORS**

JAMES P. BLAUM, ESQ., *Chief*

.Jacqueline S. Orkisz

*Executive Administrative Assistant*

To: **All Department Heads**  
From: **James M. Torbik, Chief Clerk**  
**Russell E. Arnone, Director of Personnel and Budget**  
Date: **November 20, 2001**

Following a recent meeting with bargaining unit representatives enclosed is the Liberal Leave Policy that was agreed upon by those present.

This policy, which goes into effect immediately, represents the County's position regarding employees who take time off during inclement weather or a declared state of emergency. Please post so all employees are aware of this policy. Hopefully, this will ease past confusion regarding this matter.

Thank you for your cooperation.

**Cc: Commissioner Thomas A. Makowski**  
**Commissioner Thomas P. Pizano**  
**Commissioner Stephen A. Urban**

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**Liberal Leave for Inclement Weather or State of Emergency**

The Luzerne County Board of Commissioners recognizes that certain weather or emergency will occur that may cause difficulty for some employees to arrive to work on time, if at all. A Liberal Leave policy will be implemented in certain weather or emergency situations determined by the Board of Commissioners, NOT by any individual department head or elected official. When Liberal Leave is enacted by the Board, every office is expected to be operational during regular hours, but may be done s with a limited staff. It is the department head or elected official's responsibility to ensure that the office is open and operational.

Employees who arrive late, leave early, or call off due to hazardous weather conditions may be authorized to use any form of leave that they have accrued (NOT anticipated), except for sick time. Employees, when calling off must state the type of leave they wish to utilize. If the employee fails to call off within the prescribed time designated by their individual office, they will be unexcused and without pay. Leave may be denied by the department head or elected official within reason, if it is necessary to maintain an operational staff in order to conduct business.

The Board will notify the major local electronic media for announcement if the liberal leave policy or closing is in effect.