



District 2 Public Health

Pamela Logan, M.D., M.P.H., M.A., Health Director

1280 Athens Street • Gainesville, Georgia 30507

PH: 770-535-5743 • FAX: 770-535-5958 • www.phdistrict2.org

Banks, Dawson, Forsyth, Franklin, Habersham, Hall, Hart, Lumpkin, Rabun, Stephens, Towns, Union and White Counties

DISTRICT 2 PUBLIC HEALTH

INCLEMENT WEATHER POLICY

Closure Decisions

In inclement weather, throughout the District, the District Health Director (DHD) will assess the situation and make a decision. Once a decision to close is confirmed, employees will be notified via Everbridge by voice, text or email.

In inclement weather, only in the County, the County Nurse Manager is responsible for assessing the situation and notifying the Health Department for a decision. Once a decision to close has been confirmed by DHD, the County Nurse Manager is responsible for notifying all employees.

The district office will maintain a contact in Hall County for information for the District Office, Hall County Health Department, Hall County Environmental Health Department, and Children with Special Needs. Generally, employees assigned to work in these Hall County units are contacted via Ever Bridge of office closure via voice, text or email. If there is any change in the normal hours of operation, employees can also find this information through radio status WDUN (AM 550) and accessnorthga.com.

Health Department Open

If the Health Department is open, all employees are expected to report to work. However, if you determine that you cannot report to work for the hours that the Health Department is open due to the hazardous roads in your immediate vicinity, you should inform your supervisor and submit the appropriate leave request.

Annual Leave

If the Health Department is officially closed, employees do not have to take annual leave. However, once the Health Department officially opens, if you are unable to report to work you will have to use annual leave. Should you not have annual or personal leave to take, you will be placed on leave without pay for the time you did not report to work after the Health Department officially opened.

If you are already approved for leave and the Health Department is closed or opens late due to inclement weather, you still will be charged the leave.

Traveling Staff

If the Health Department in the county you are assigned to that day is open, you are expected to report to work, even if your home base is closed. If the Health Department in the county you are assigned to work that day is closed but your home base is open, you are expected to report to your home base. Should you determine that you cannot report to work for the hours that the health department or your home base is open due to hazardous roads in your immediate vicinity, you should inform your supervisor and submit the appropriate leave request.

If both the Health Department you are assigned to work that day and your home base are closed, you do not have to take annual leave.

General

All employees are expected to use their best judgment in determining whether or not they can report to work due to hazardous road conditions. The option to take annual leave when traveling would be dangerous is provided in the interest of keeping our employees safe. No employee should be forced to travel when road conditions are hazardous.

Blatant misuse of this leave option will be treated like any other misuse of leave.