


TEXARKANA POLICE DEPARTMENT

GENERAL ORDERS MANUAL

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| SUBJECT | Weather Related Absences | | |
| NUMBER | 1101.20 | EFFECTIVE DATE | October 1, 2008 |
| Scheduled Review Date | June 25, 2021 | ISSUE DATE | October 1, 2008 |
| Date Reviewed | June 25, 2019 | REVISION DATE | January 3, 2011 |
| APPROVED BY |  | (Reserved for Expansion) | <i>Formerly 1102.22</i> |

I. Purpose and Scope

- A. The purpose of this policy is to define the Department’s policy on work attendance during periods of inclement weather. This policy affects all employees of the Texarkana Police Department.

II. Policy

- A. The City of Texarkana, Arkansas and the Texarkana Police Department collectively realize that at times inclement weather—particularly snowy and icy conditions—makes it difficult or sometimes impossible for employees to report for duty. It shall be the policy of the Texarkana Police Department to classify all of its employees as “essential personnel” who are expected to make every reasonable effort to report during their scheduled duty times. The Texarkana Police Department retains the option of providing transportation to all personnel.
- B. In the event an employee is incapable of driving to work due to weather related conditions, it shall be the responsibility of every employee to contact the on-duty supervisor to request transportation. The on-duty supervisor may authorize Agency provided transportation for those employees who are classified as mission essential.
1. Should the on-duty supervisor be unable to provide Agency transportation, or should there be insufficient staffing available to provide transportation, on-duty supervisor may authorize the employee to utilize vacation hours in lieu of working, provided the employee has vacation time available.
 2. If the affected employee does not have any available vacation time, the on-duty supervisor will classify the employee as on leave without pay for the hours not worked.

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- C. Employees of the Texarkana Police Department who call in sick on a day of inclement weather may be required to produce a physician's statement upon returning to work.
- D. All employees who fail to notify the on-duty supervisor of their inability to report for duty due to inclement weather conditions will result in the employee being classified as unauthorized absence.

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