



## Procedure 6.16: Liberal Leave

Volume 6

Managing Office: Office of Human Resources

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### I. PURPOSE

This procedure specifies when liberal leave may be declared for reporting to work when the University is open or during the work day for serious weather or other emergency conditions that may arise.

### II. PROCEDURE

#### **Liberal Leave Declared: Reporting to Work**

Liberal leave conditions may be declared by the president or designee during periods when the university is OPEN and serious weather or other emergency conditions exist. It is expected that employees will use their judgment to determine if they cannot report to work without taking unnecessary risks regarding their safety or cannot report to work due to a family situation which may arise. When liberal leave procedures are in effect, employees may request to use leave time on an emergency basis without the usual advance notice when they determine that road or weather conditions may jeopardize their safety. Liberal leave taken will be reported by the employee as one of the following types of leave: annual leave or leave without pay. Per the *Alabama A&M University Staff Handbook (2011)*, Section 5.4.6, the minimum time which shall be charged as annual leave is two (2) hours. For faculty members, please follow your normal departmental procedures for requesting leave. **During liberal leave, essential employees may still be required to work.**

#### **Liberal Leave NOT Declared: Reporting to Work**

In the event an employee determines that they cannot report to work without taking unnecessary risk and **liberal leave has not been declared** then a request can be made to a direct supervisor and the supervisor is authorized to determine liberal leave for employees in their department. Requests for liberal leave will be approved at the discretion of the employee's supervisor, unless university operations will be severely impaired by the employee's absence. **Essential employees may still be required to work.** When approved, liberal leave taken will be reported by the employee as one of the following types of leave: annual leave or leave without pay. Per the *Alabama A&M University Staff Handbook (2011)*, Section 5.4.6, the minimum time which shall be charged as annual leave is two (2) hours. For faculty members, please follow your normal departmental procedures for requesting leave.

#### **Liberal Leave Declared: During the Work Day**

Liberal leave may also be declared by the president or designee for closing early before holidays, for special campus events, or when serious weather conditions exist or other emergency conditions arise **during the work day**. In such instances, employees will not be subject to recording their time away as annual leave or leave without pay. **During liberal leave, essential employees may still be required to work.**