



North Carolina  
Department of Environment  
and Natural Resources

## PROCEDURES

Section: Human Resources

Number:

Subject: Evacuations

Approved By: DENR Secretary

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Revised:

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### Definition

Administrative Time is time off with pay and is coded "D" on the DENR time sheet. Employees are not required to make up the time.

### Evacuations

#### Catastrophic, life-threatening weather

When catastrophic, life-threatening weather conditions occur, as created by hurricanes, tornadoes, or floods, and it becomes necessary for authorities to order evacuation from the place of employment, the following provisions will prevail:

Employees who are required to evacuate will take administrative time *during the period officially declared hazardous to life and safety*.

Any time taken after the evacuation order ended may be taken as adverse weather leave and made up according to the adverse weather policy.

In cases where employees could not reach their office destination due to roads being closed by flooding or debris, time may be made up under the adverse weather policy.

### Unsafe building occupation

In times of unsafe building occupation, such as bomb threats and fires, employees ordered to evacuate by officials who are responsible for ensuring the safety of the employees will take administrative time.

Any time taken after the evacuation order ends must be charged to vacation leave, or if available, compensatory leave.

### **Mechanical Failures**

Mechanical failures, such as heating, air conditioning, ventilation and plumbing, may make working conditions uncomfortable but, in most cases, such conditions are not life threatening.

Employees who desire to leave when failures occur must receive approval from their immediate supervisor prior to leaving and must charge such leave to annual, sick or compensatory leave. Sick leave may be used only when the employee has a medical condition that is affected by extreme temperatures.

### **See Also:**

**Adverse Weather policy in Section 8 of the State Personnel Manual.**