

## 705 - INCLEMENT WEATHER POLICY

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**Section 705.01  
County Policy**

It is the policy of Fort Bend County to remain open for business unless severe weather conditions or impossible road conditions prevent County employees from reaching their respective offices for duty. Employees should use common sense in determining if road conditions are too severe to prevent travel to work.

**Section 705.02  
Office Closure and  
Pay Decisions**

The County Judge shall determine if closure of some or all County facilities is necessary after considering the extent of the inclement weather and the potential impact on public and employee safety. Information regarding closures will be available on the County website, or by calling the employee hotline at 281-341-4444.

In the event of closure due to inclement weather full-time employees may be compensated with Emergency Closure Pay unless otherwise determined by Commissioners Court. Emergency personnel and other essential personnel who are required to work during a closure may accrue Emergency Deferred Time in addition to their regular pay unless otherwise determined by Commissioners Court. For further information, please see Policy 413, Emergency Operations Personnel and Pay Procedures.

**Section 705.03  
Absence**

Employees who individually decide not to report to work due to inclement weather on a day that the County is otherwise open for business must notify their supervisor that they will be absent, using the customary call in procedures for their department or office. Employees who fail to report to work shall be required to use accrued leave (excluding sick leave unless in accordance with Section 709) or leave without pay if accrued leave is exhausted.

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Policy Approved and Adopted By:  
Fort Bend County Commissioners Court  
November 24, 1998  
Revised: June 23, 2015