

Subpart H – Safety and Health Standards

Title 360 – General Manual
Part 420 – Safety and Health Management Program

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ID420.70

ID420.70 General – Office closures

This part sets forth the NRCS Idaho process regarding office closures.

If hazardous weather and road conditions exist which are unusually severe and disrupt normal travel or transportation of employees between their homes and their duty stations, such as severe snow or icing on roads and police road advisories and warnings are in effect, there may be a need for office closure. Following are the steps that you should proceed with before closing the office:

1. Confer with your local Food and Agriculture Council (FAC) regarding office closure.
2. Contact your Assistant State Conservationist (ASTC)/Field Office (FO) immediately regarding office closure approval.
3. The ASTC/FO will contact the State Conservationist (STC) who will confer with the other State FAC members involved with the office to ensure all agencies are in agreement with the office closure.
4. Once approval for the office closure is granted, employees will be notified and placed on administrative leave.

If office closures have not been approved and driving conditions are still hazardous to employees traveling to and from their duty stations, supervisors may use the unscheduled leave policy (formerly known as liberal leave).

- **Unscheduled Leave Policy** – Allows supervisors to grant annual leave or credit leave not previously scheduled to employees who do not feel safe traveling to and from their duty stations due to hazardous road or weather conditions when the office remains open and administrative leave has not been approved.

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