



Town of Erie

Emergency Leave and Attendance Policy

Effective Date:
January, 2015

Revision Date:
March 16, 2020

Prepared By:
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Human Resources Director

Policy Purpose:

This policy is intended to provide direction to Town employees in the event of an official, declared emergency that may restrict the movement and normal activities of the citizenry. This policy would only become effective upon the declaration of a State of Emergency from the President of the United States, the Governor of Colorado or Mayor of the Town of Erie.

In the event of a situation which invokes this policy, the following applies:

Non-emergency personnel

Dependent on the emergency, the Town Administrator will determine whether or not Non-emergency personnel will be required to report to work or to telework. If employees are directed not to come to work, the Town's State of Emergency Leave (SEL) Policy will apply until the State of Emergency is lifted.

Non-exempt emergency personnel

Non-exempt emergency personnel who are required to come to work will be paid at their regular rate of pay. Overtime will be paid once the employee has reached the requisite number of hours.

Exempt personnel

Exempt personnel who are required to work will be paid at least their weekly salary and will be eligible for additional compensation as determined by the Town Administrator on a case-by-case basis.

Additional Information

All employees are responsible for returning to work when the official State of Emergency has been lifted.

During an emergency situation and in the interest of public and/or employee safety, the Town Administrator and/or Department Heads may waive certain operational rules and regulations.

This policy is hereby approved and adopted on this 17th day of March, 2020.


Malcolm Fleming, Town Administrator