



**Office of Human Resources Management
Liberal Leave During Snow Emergencies**

In the event of a snow emergency, liberal leave policy is in effect. In such circumstances, we encourage supervisors to be as flexible as possible in accommodating employees who wish to leave early or not to report to work. Those offices providing essential or direct student services may reduce operations to a minimum. However, employees who do not report to work or leave early must charge appropriate leave credits. As only the Governor can close state offices, no employee can be directed to not report to work or leave before the end of their work day should they chose not to leave early.

The **Snow Response Plan**, which contains useful information about the procedures followed by our Physical Plant staff for clearing parking lots and roadways, and corresponding parking protocols; and the **Snow Emergency Plan**, which contains up to date information on cancellations can be found at:

Snow Response Plan:

http://www.albany.edu/facilities/documents/snow_emergency_procedures.pdf

Snow Emergency Plan:

<http://www.albany.edu/emergency/weather.php>