

grandchild, great grandparent, great grandchild, uncle, aunt, nephew, or niece. At the discretion of the elected official or BOCC department head, employees may be granted bereavement leave with pay to attend the funeral of other relatives or friends.

COMPENSATORY TIME: Paid leave earned by non-exempt employees as defined within this handbook. Accrued Comp Time will be paid upon separation, transfer to another County department, or transfer to an exempt or part-time position.

[29 U.S.C. §207 \(4\)](#)

DISASTER LEAVE: Employees may be granted paid leave at the discretion of their elected official or BOCC department head, not to exceed fifteen (15) business days, if they are affected by a presidentially declared national disaster.

ELECTION LEAVE: Employees shall be granted paid leave up to two (2) hours to allow them to vote during official elections when their workday begins less than three (3) hours after the time the polls open or ends less than three (3) hours before the time the polls close. If an employee's workday begins three (3) hours or more after the time the polls open or ends three (3) hours or more before the time the polls close, the employee will be expected to vote either before or after work. Employees shall notify their supervisor either orally or in writing of their intent to be absent at least on (1) day prior to the election and provide proof of voting to their supervisor. This provision does not apply to elections in which the sole issue is school board elections or bond issues.

[26 O.S. § 7-101](#)

EMERGENCY SHUTDOWN LEAVE: Employees may be granted paid leave when ~~the Chair or Vice Chair of~~ the Board of County Commissioners, or in their absence, the Emergency Management Director, declares a formal closing, late opening, or early closure of the building or site due to severe weather conditions or other unsafe conditions of County buildings or sites where employees are assigned to work. During their normal duty hours, employees using Emergency Shutdown Leave are on stand-by or on-call status. Employees may be called to return to their normal duties or respond to the demands of the situation as necessary. The granting of Emergency Shutdown Leave applies only to employees scheduled to work during the time of the closure or reduced services. It does not apply to employees who are absent during the closure or reduction on any previously approved leave. Employees who are not eligible to accrue leave,