



VERIFICATION OF HAZARDOUS TRAVEL CONDITIONS

It is the policy of Gallup-McKinley County Schools that personnel may be granted emergency leave if traveling conditions are hazardous and prevent safe travel. The hazardous traveling conditions must be verified by a law enforcement official or a local transportation official. Emergency Leave is paid leave only if the employee has personal leave or paid-time-off leave available, otherwise this is unpaid leave.

Instructions: *Employee complete Section I and have a law enforcement official or local transportation officer complete Section II verifying hazardous travel conditions, then submit completed form to your supervisor **within five (5) working days**. Your supervisor shall send the completed form to the Personnel Office.*

SECTION I (To be completed by the employee):

Employee Name: _____ Work Site: _____

Method of Transportation: _____
(Car, Plane, Train, Bus)

Date(s) of Hazardous Travel Conditions: _____

Location and Description of Hazardous Travel Conditions: _____

SECTION II (To be completed by law enforcement officer or a local transportation official):

Name of Official: _____

Position/Title: _____

Name of Agency: _____

Address: _____

Telephone Number: _____