

## FOR EMPLOYEES

### Adverse Weather Policy - Frequently Asked Questions

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**Q. How do I find out if my office or worksite is closed during periods of adverse weather?**

*In general, State government offices and facilities are open during adverse weather events. However, limited staff resources or other logistical challenges from an adverse weather event may require the decision to limit non-mandatory operations. Agencies are responsible for designating mandatory and non-mandatory operations during adverse weather conditions and developing an adverse weather plan. You should contact your agency Human Resources Office for specific information about the Agency Adverse Weather Plan. Agencies that rent space from non-state entities should communicate that the agency, not the landlord, will make decisions whether non-mandatory or mandatory operations are suspended.*

**Q. How do I find out if I'm a mandatory or non-mandatory employee?**

*It is the responsibility of each agency head to predetermine and designate the mandatory operations of their agency/university. However, the agency may also take the unusual measure of "calling in" employees who are not normally designated as "mandatory" and temporarily assigning them to this status, if a specific adverse weather or emergency event so requires. You should check with your supervisor or Human Resources Office to determine your status.*

**Q. If I am unable to report to work, or report late to work or leave work early due to the adverse weather conditions, how do I account for time not worked?**

*If you are a non-mandatory employee, you shall use accrued compensatory time to account for lost time from work. If you have no accrued compensatory time, then you have the following options:*

- *Use vacation leave,*
- *Use bonus leave, or*
- *Take leave without pay*

*Mandatory employees are expected to report to work and/or remain at work in compliance with the Agency Adverse Weather Plan.*

**Q. Can I make-up lost time from work in lieu of using compensatory time, vacation/bonus leave, or leave without pay?**

*Make-up time is not an employee entitlement; therefore, you must have approval from your supervisor and there must be an operational need for adverse weather make-up work. There is no option for make-up time if you have enough compensatory time to cover the absence from work.*

**Q. How do I know when an adverse weather condition begins and ends?**

*There is no predetermined time frame for an adverse weather event. It is the responsibility of your agency head or their designee to notify you when adverse weather conditions are in effect and communicate expectations for remaining at work, reporting to work or accounting for lost time from work. Non-mandatory employees will be expected to return to work within a reasonable period after the expiration of the adverse weather event at their worksite and the geographic areas within their commute to and from their worksite. Communication with your supervisor is necessary during this time frame.*

**Q. If I'm approved for adverse weather make-up work, are there any limitations on when I can make up the time?**

*Your supervisor will be responsible for scheduling all make-up work. The make-up work should be scheduled within 90 days of the adverse weather occurrence.*

**Q. What happens if I separate from state government or transfer to another state agency before I can make up approved adverse weather leave?**

*If you separate from state government or transfer to another state agency before the time is made up, the time allowed for adverse weather leave shall be charged to vacation or bonus leave. If there is not enough leave to cover the adverse weather liability, the payment for time charged to adverse weather shall be deducted from your paycheck.*

**Q. What happens if I'm unable to make up the time within 90 days?**

*Adverse weather liabilities not resolved within 90 days will be automatically deducted from accrued vacation/bonus leave. If you have insufficient vacation/bonus leave to cover the liability owed for adverse weather, then the remainder of the liability will be deducted from your next paycheck.*

**Q. How do I account for time not worked if my agency head decides to suspend non-mandatory operations due to the weather conditions?**

*You would be required to make up the time not worked or charge the time to the appropriate leave account.*

**Q. Can I volunteer to work on a holiday to make up my adverse weather leave?**

*You would need to get approval from your supervisor. Your agency can deny your request to work on a holiday if it would result in undue hardship on the agency or its employees. If your supervisor does approve for you to work on the holiday, you will not be eligible to receive Holiday Premium Pay, since you are volunteering to work to make up time.*

**Q. How do I account for time not worked if the Governor declares a "State of Emergency" or advises drivers to stay off the roads due to adverse weather conditions?**

*The declaration of a "State of Emergency" by the Governor does not suspend operations for state government. Agency head or designee(s) are responsible for making decisions related to agency operations during adverse weather conditions. During a "State of Emergency," non-mandatory employees are strongly encouraged to stay off the roads (except for emergency travel situations) and are expected to follow the provisions of the Adverse Weather Policy for accounting for lost time from work through the use of compensatory time. If you do not have enough compensatory time, then you have the option of using vacation/bonus leave or leave without pay. With the approval of your supervisor, you may be allowed to work from home or from an alternate worksite if your job duties can be accommodated by a temporary reassignment of duty station, or your supervisor may approve make-up time if there is a business need for additional make-up work.*

*If you are a mandatory employee, you will be expected to report to work or remain at work in compliance with your Agency Adverse Weather Plan.*

*Refer to the Emergency Closing Policy for special provisions that may apply during catastrophic natural disasters such as hurricanes, tornados, floods, etc.*

**Q. If my child's school/care facility is closed due to adverse weather, can I use Adverse Weather Leave to stay home with my child?**

*There are no provisions under the Adverse Weather Policy for childcare due to school or childcare facility closings. For such situations, vacation leave is the appropriate category to account for absences.*

**Q. What happens if I am a mandatory employee and fail to report to work during adverse weather conditions?**

*Your failure to report to work or remain at work during adverse weather conditions may result in disciplinary action and/or your supervisor/management may require hours missed to be charged to leave with or without pay, as appropriate.*

**Q. What if weather conditions cause me to arrive to work late as a mandatory employee?**

*Your agency head or designee may determine that weather conditions justified the late arrival; however, you are expected to notify your supervisor of your inability to report to work at your designated time due to weather conditions. In such cases, your supervisor may approve the lost time to be made up in lieu of using paid leave or leave without pay and no disciplinary action will be taken.*

**Q. If I was on an approved leave of absence during adverse weather conditions, do I still have to use my accrued leave to cover the lost time from work or can I request approval to make up the time lost?**

*Employees who are on prearranged vacation leave or sick leave will charge leave to the appropriate account. You cannot make up the time if you are on a prearranged vacation leave or sick leave.*

[Click here](#) for more detailed information about the Adverse Weather Policy.