SHARP Message #487

DATE: 2/1/2002
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SUBJECT: Inclement Weather Invoked-Executive Branch
MESSAGE TEXT:

Governor Bill Graves declared Inclement Weather effective from 6:00 AM CST Wednesday, 01/30/2002 to 10:00 AM CST Thursday, 01/31/2002 for all Executive Branch State agencies.

For those agency offices located outside Shawnee County, check with your Cabinet Secretary, Agency Head, or designee as stipulated in the agency plan to determine if the Declaration of Inclement Weather was extended for a longer duration for your location on any given day.

Judicial and Legislative Branch employees should contact their human resource offices regarding how the weather affected their operations and building closings during the period of inclement weather.

In the event of a Declaration of Inclement Weather, state government closes for non-essential state employees during the period of Inclement Weather. Benefits eligible non-essential employees who are scheduled to work but don't shall be placed on Inclement Weather Leave.

The following information addresses how the Inclement Weather Policy relates to SHARP Time and Leave.

Record leave for benefits eligible non-essential employees who are normally scheduled to report to work, but don't, while the Inclement Weather Policy is invoked with IWN (Inclement Weather - Non-exempt) or IWE (Inclement Weather - Exempt). Both non-exempt and exempt employees record this leave in .25 increments. Vacation, Sick, Shared, and Holiday Compensatory Leave for exempts must continue to be recorded in half or full day increments.

Classified temporary employees do not receive Inclement Weather pay.

Employees who work during the period of Declared Inclement Weather shall record hours worked as they normally would had there not been a Declaration of Inclement Weather.

Examples:

Non-exempt employees:

A non-exempt employee who did not work on Wednesday or Thursday:

For a benefits eligible non-essential non-exempt employee who did not request prior leave, and who normally works 8 hours each day on Wednesdays and Thursdays from 8:00 AM - 5:00 PM, and who does not report to work at all on 01/30/2002, you should record Inclement Weather (IWN) 8 hours. If the employee does not report to work on 01/31/2002, you should record Inclement Weather (IWN) 2 and 6 hours of other leave, such as VAC. If this employee's work day is normally 7:30 AM - 4:30 PM, you would still record 8 IWN for 01/30/2002, but on 01/31/2002, you would record 2.5 IWN and 5.5 hours of other leave.

If your non-exempt employee worked during the period of inclement weather, record the hours worked like you normally would. (In most cases this will be REG). For example, if your non-exempt employee normally works from 8:00 AM - 5:00 PM on Thursdays and reported to work at 9:00 AM on

01/31/2002 and works the rest of the day, record IWN 1 and 7 REG. If this employee had reported to work at 8:30, she would have recorded IWE .5 and 7.5 REG.

Exempt Employees:

For a benefits eligible non-essential exempt employee who did not request prior leave, and who normally works 8 hours on Wednesdays from 8:00 AM - 5:00 PM, and who does not report to work at all on 01/30/2002, you should record Inclement Weather (IWE) 8. If this employee had reported to work for 5 hours, reduce the number of IWE hours to 3.

For exempts who normally work from 8:00 AM - 5:00 PM on Thursdays and who report to work at 10:00 AM on 01/31/2002 and work the rest of the day record IWE 2. If this employee had reported to work at 8:30, she would have recorded IWE .5. If she reported to work at 8:00 AM, you would not record any IWE hours.

Employees who received prior approval for authorized leave during the period covered by the Declaration of Inclement Weather shall record the leave they originally requested (such as sick or vacation leave) instead of IWN or IWE.

A copy of the Inclement Weather Policy may be viewed and printed from the SHARP Customer Service Website: http://da.state.ks.us/ps/subject/inclement.htm.

Return to SHARP Message Page

Page last modified on: