SHARP Customer Service Center

- SHARP Messages -

SHARP Message #574

DATE:	2/6/04
AUTHOR:	
SUBJECT:	Governor Sebelius Declares Inclement Weather from 2:00PM - 11:59PM Thursday 02/05/2004

MESSAGE TEXT:

Governor Sebelius Declares Inclement Weather from 2:00PM - 11:59PM Thursday 02/05/2004

The following notice was posted on the State Employee Services page (http://www.kansas.gov/employee/) the afternoon of Thursday, 02/05/04: Governor Sebelius has declared Inclement Weather for benefits eligible non-essential Executive Branch Shawnee County employees from 2PM Thursday, 02/05/04 until 11:59PM Thursday, 02/05/04.

Note: This declaration does not include employees in the Board of Regents, Regents Institutions, the Judicial Branch, nor the Legislative Branch of Government. Check with your designated representatives to determine if you are also eligible.

The following notice was distributed via the Division of Personnel Director's e-mail distribution list the afternoon of Thursday, 02/05/04:

Governor Kathleen Sebelius declared Inclement Weather for Executive Branch Shawnee County employees from 2:00 PM this afternoon, Thursday, February 5, 2004 until 11:59 PM Thursday, February 5, 2004. Employees should checktelevision and radio stations for potential closure information for Friday, February 6, 2004.

Note: This declaration does not include employees in the Board of Regents, Regents Institutions, the Judicial Branch, nor the Legislative Branch of Government. Their designated representative will make a separate declaration for those employees if appropriate.

Appointing authorities in offices located outside Shawnee County have the option to declare Inclement Weather for those counties.

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 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 scheduled to report to work 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. 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.

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 at the SHARP Customer Service website: http://da.state.ks.us/ps/documents/UpdatedInclementWeather.pdf

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