SHARP Customer Service Center

- SHARP Messages -

SHARP Message #607

DATE:	1/04/05
AUTHOR:	HR
SUBJECT:	Inclement Weather Declared for Shawnee Cnty at 4PM on 01/04/05

MESSAGE TEXT:

The Inclement Weather Declared for Shawnee Cnty at 4:00 PM on 01/04/05

Governor Kathleen Sebelius declared Inclement Weather for Non-essential Executive Branch Shawnee County employees beginning at 4:00 PM this afternoon, Tuesday, 01/04/05

Offices will remain open through 4:30 PM today.

You should begin letting non-essential staff leave beginning at 4:00 PM today (Tuesday, 01/04/05).

The Inclement Weather declaration will continue at least through 6:00 AM Wednesday, (01/05/05) at which time you should listen for further announcements from the media to determine if the Inclement Weather Declaration will continue.

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

Return to SHARP Message Page

Page last modified on: