SHARP Customer Service Center

- SHARP Messages -

SHARP Message #651

DATE:	12/8/05
AUTHOR:	HR
SUBJECT:	Additional Inclement Weather Information

MESSAGE TEXT:

This message was posted on the State Employee Services web page http://www.kansas.gov/employee/ at approximately 6:30 AM this morning:

"Due to the inclement weather, Topeka State office Executive Branch non-essential benefits eligible employees whose scheduled start time begins prior to 11:01 AM today may report to work one hour later than their scheduled start time this morning, Thursday, December 8, 2005.

Note: This declaration applies to eligible Topeka State office employees only. This 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."

Additional information you may find helpful:

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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