



North Carolina Department of Public Safety

Human Resources

Pat McCrory, Governor
Frank Perry, Secretary

Lorrie Dollar, Chief Operating Officer
Jerry Hodnett, Director

February 25, 2015

ADMINISTRATIVE MEMORANDUM: **03-2015**

TO: Department of Public Safety Managers & Supervisors

FROM: Jerry Hodnett, Human Resources Director

RE: **Adverse Weather Event February 16 - 19, 2015**

Due to the multitude of notices regarding adverse weather conditions during the week of February 16, 2015, there may be some confusion. To clear up any lingering misunderstandings and to provide answers to the questions that remain, the Office of State Human Resources has provided the attached memorandum from Director Neal Alexander and a list of frequently asked questions. Below is a summary:

Monday, February 16, 2015: Beginning at 2:00 pm through the end of the workday, per the Governor's decision to suspend non-mandatory services in Wake County and per Secretary Perry's decision to expand to non-mandatory services in other impacted counties where weather warnings were issued, Other Management Approved Leave (OMAL), A/A Code 9540 may be used for those employees that physically reported to work and left work at or after 2:00 pm as a result of the suspension of non-mandatory services. If an employee was working from home or left earlier than 2:00 p.m. for other reasons such as childcare issues, OMAL doesn't apply, however, AWL may apply.

Tuesday, February 17, 2015: Adverse weather leave (AWL) allowed for Wake County and other impacted counties where weather warnings had been issued.

Wednesday, February 18, 2015: AWL allowed for Wake County and other impacted counties where weather warnings had been issued.

Wednesday, February 18, 2015: Beginning at 3:00 pm through the end of the workday, per the Governor's decision to suspend non-mandatory services in Wake County and per Secretary Perry's decision to expand to non-mandatory services in other impacted counties where weather warnings were issued, Other Management Approved Leave (OMAL), A/A Code 9540 may be used by employees that physically reported to work and left work at or after 3:00 pm as a result of the suspension of non-mandatory services. If an employee was working from home, taking the entire day off as AWL or left earlier than 3:00 p.m. for other reasons such as childcare issues, OMAL doesn't apply, however, AWL may still apply.

Thursday, February 19, 2015: While weather warnings may have been issued and then expired during the above time frames, due to the accumulations of snow and ice on the roads and the continued cold temperatures, road conditions remained dangerous impacting employees' commutes to and from work. Therefore, AWL continued to apply.

MAILING ADDRESS:
4203 Mail Service Center
Raleigh, NC 27699-4203

www.ncdps.gov



An Equal Opportunity Employer

OFFICE LOCATION:
214 W. Jones Street
Raleigh, NC 27603
Telephone: (919) 716-3700
Fax: (919) 716-3794

Administrative Memorandum: 03-2015
Re: Adverse Weather Event February 16 - 19, 2015
February 25, 2015
Page Two

Friday, February 20, 2015: No AWL will apply for absences on this day. Employees may use whatever leave is appropriate.

An employee shall not apply more OMAL than what is necessary to satisfy his/her standard hours for that work day. For example, if an employee reported to work on Monday, February 16, 2015 at 7:30, took a 30 min lunch and left at 2:00 pm, he/she may record only the amount of OMAL needed to complete his/her regular workday, which in this scenario would be two (2) hours.

Please know that the Adverse Weather Leave Policy effective January 1, 2015 now requires that employees first apply any existing compensatory leave before adverse weather leave for any absences and all adverse weather leave must now be made up within approximately ninety (90) days. Therefore, for this event, adverse weather leave should be made up by May 16, 2015. Adverse weather leave must be made up by the end of the overtime period prior to the expiration date of the adverse weather leave.

With the supervisor's approval, employees can make up adverse weather leave during any week as they are no longer limited by policy to only weeks where they do not physically work forty (40) hours. Supervisors should create a make-up schedule for their employees since they only have approximately ninety (90) days to make it up before they will be required to clear the liability by the HR representative deducting it from approved leave or docking the employee.

Finally, it is management's decision as to whether a position is mandatory. Questions regarding that should be redirected to the division and/or section managers.

Should there be any questions, please contact your respective Division Human Resources representative or the Human Resources Office at (919) 716-3800. Thank you.

JH:MKS

Attachments: Memorandum from OSHR Director Neal Alexander
FAQ's from OSHR

cc: Secretary Frank L. Perry
Chief Operating Officer, Lorrie L. Dollar
Commissioner W. David Guice
Commissioner Gregory K. Baker
Commissioner William A. Crews