



# North Carolina Department of Public Safety

## Human Resources

Pat McCrory, Governor  
Frank L. Perry, Secretary

David A. Shehdan, Director  
Human Resources

February 18, 2014

**ADDENDUM TO ADMINISTRATIVE MEMORANDUM:**      **01-2014**

**TO:**            DPS Leadership *DAS*  
**FROM:**        David A. Shehdan  
**SUBJECT:**    Adverse Weather Leave

Due to the recent inclement weather, management has declared Adverse Weather Leave (AWL) for employee absences. We recommend AWL dates as follows:

- Wednesday, February 12, 2014 – Beginning at noon
- Thursday, February 13, 2014 – All day
- Friday, February 14, 2014 – Ending at noon

However, the times may be adjusted internally based on the work location and employee's commute. It is the supervisor's responsibility to monitor employees' AWL use and balances and develop plans with employees for making up their AWL balances with the time frames.

Please refer to the previous administrative memorandum for detailed instructions.

Thank you for your attention in this matter.

DAS:MKS

attachment

Cc:    Secretary Frank L. Perry  
      Deputy Secretary and General Counsel Ellis Boyle  
      Commissioner W. David Guice  
      Commissioner Gregory K. Baker  
      Commissioner Lorrie L. Dollar

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