

Weather Closure Frequently Ask Questions (FAQ's)

- 1. If an employee has been approved for vacation/sick leave for the day of a weather closure, is the employee charged vacation/sick leave for the full day or partial day?**
 - a. The employee is charged vacation/sick leave for the full day. The employee was not available for work and would have been authorized to use vacation/sick leave at the time of closure.
 - i. "Upon a weather or other closure declared by either the Governor's Office of an agency head, an employee shall not be charged for time off for the period of the closure unless the employee had been previously authorized any type of leave and is on leave at the time of the closure." Personnel Rules, Chapter 10, Section 11 (D)

- 2. If an employee could not get to work on a day with a late start or early closure are they charged leave? If so, what type of leave and how much?**
 - a. The employee is charged vacation leave for each hour they are normally scheduled to work but didn't because of the closure.

- 3. On a two hour late start, if the employee can't get to work within two hours from their normal start time, what type and how much leave are they charged?**
 - a. If they come to work that day, they are charged vacation leave for each hour they are normally scheduled to work less the two hours late start because of the closure.

- 4. If an employee arrived at work prior to the weather closure, do they receive additional compensation or leave?**
 - a. No, actual time worked is considered for overtime purpose only. No additional leave or compensation is authorized.

- 5. If an employee received a leader alert phone call on October 30, 2009 that there was a late start and did not receive a follow-up phone call stating that message was incorrect, what type of leave are they charged.**
 - a. The employee will be charged vacation leave. Employees and the media were notified of the error. Additionally, employees are instructed to call 777-5900, check the state's

home page at <http://www.state.wy.us/> or they could have called their supervisor to clarify any questions.

6. For employees on an alternative work schedule, how does the weather closure affect them?

- a. Essential personnel may be required to work during a weather closure. No additional leave or compensation is authorized.
- b. For late start or early release, employees will receive administrative leave for each hour of weather closure for their normally scheduled work hours.

7. Who can officially declare a weather closure?

- a. Only the Governor's Office officially declares state government closures in Cheyenne which is announced to employees and generally through the media. For areas outside of Cheyenne it is at the agency heads discretion with notification to the Governor's Office.

8. How are employees working from home affected during day with a late start or early closure?

- a. Non exempt employees shall be compensated for actual time worked and should have had prior approval from their supervisor to work from home.

9. Do AWEC and temporary employee get leave for a weather related closure?

- a. No.

10. Where can an employee get official notification of a late start or weather closure?

- a. By calling 307-777-5900 or checking the State's Home Page at www.wyoming.gov

11. On a day with a late start or early closure, do the employee's normal work hours change?

- a. No.

Disclaimer:

These FAQ's may change at any time as necessary. They are released as answers to frequently asked questions and not intended to address every specific situation. For more information contact your agency human resources office or A&I Human Resources Division.