



DEPARTMENTS OF THE ARMY AND AIR FORCE
JOINT FORCE HEADQUARTERS WISCONSIN
WISCONSIN NATIONAL GUARD
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WING-Z

1 September 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Absences Due to Inclement Weather – TAG Policy Memorandum 13

1. The following procedures have been established concerning treatment of work time that might be lost due to severe weather conditions. Note that some differences exist between the provisions that apply to state and federal employees.

2. **State Employees:**

a. State offices may be **closed to the public** due to inclement weather, but they will **not be closed to employees unless specifically ordered by the Governor**. When offices are closed to the public, employees will be allowed to leave early or not report to work as provided for under their respective labor agreements or personnel rules. Any lost time should be accounted for in accordance with the applicable agreements or personnel rules. Generally, employees must work, use paid leave time (excluding sick leave), make arrangements with their supervisor to make up the lost time (normally, must be within the same work week as when the time was lost), or use leave without pay (subject to Federal Fair Labor Standards Act).

b. If the Governor **closes state offices to the public and employees**, it will be clearly stated in the Governor's order and any press release. In such cases, employees would be compensated at their regular pay rate for lost work time. Employees who had previously scheduled the day or time off are not affected by the Governor's order.

c. If offices are closed in the middle of a workday, whether to the public or to the public and employees, the Department of Employment Relations will notify DMA management who will, in turn, notify employees.

d. Any questions about treatment of state employees may be directed to Ms. Lynn E. Boodry, State Human Resources Director.

3. **Federal Employees** (See WING-HRR Regulation No. 610-1 dated 29 November 1999 for entire policy.)

a. If the agency decision is to remain open at the start of workday with employees expected to report for work on time, then grant annual leave, LWOP, accrued compensatory time, or excused reasonable tardiness for employees who experience commuting delays. If employees might be prevented from reporting to work or if they believe that they might not be able to return home if they do come to work, annual leave, accrued compensatory time, or LWOP may be granted without prior approval.

b. If the agency decision is to close all or part of agency before the start of the workday and remain closed throughout it, then excuse absences without charge to leave for all employees affected whether or

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not leave was previously approved. (Leave cannot be charged for non-workdays even if previously approved.) Continue current status of employees on LWOP pending disability retirement or while in receipt of Workers' Compensation, on military leave, on suspension, or in a non-pay status the workday before and after the closure.

c. If the agency decision is to continue operations with employees expected to complete the day's tour, then agencies may grant annual leave, accrued compensatory time or LWOP to employees who request it.

d. If the agency decision is to suspend operations as much as possible, then:

(1) Excuse absences without charge to leave for all employees on duty at the time of dismissal even if employee was scheduled to take leave later in the day.

(2) Grant annual leave, accrued compensatory time, excused absence, or LWOP to avoid hardship to employees who leave after official notice of dismissal, but before official departure time for the period remaining until official departure time.

(3) Grant annual leave, accrued compensatory time or LWOP, or charge AWOL (if appropriate) to employees who leave before official notice of dismissal for the period remaining until end of regular workday.

(4) For employees scheduled to return from leave during the dismissal period, grant excused absence from the time scheduled to return to duty in the same manner as absences of employees on duty when dismissed. Charge appropriate leave until scheduled return.

(5) For employees scheduled to report for work before the dismissal, but who do not report, charge leave or AWOL (if appropriate) for the entire workday. (Make exceptions only in unusual situations.)

///Signed\\
DONALD P. DUNBAR
Brig Gen (WI), WI ANG
The Adjutant General

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