

I want to take this opportunity to provide a brief summary of the policy and links to information about the Adverse Weather Policy.

In the event of serious weather conditions, state government offices/universities and facilities are OPEN, unless a specific decision to limit hours or to close has been made by the appropriate official. [The “appropriate official” is set out in the online policy.] In the event of adverse weather, it is the responsibility of employees to make a good faith effort to come to work, unless a decision to close has been announced by the appropriate official. The declaration of a state of emergency by the Governor does NOT mean that state office/universities or other facilities are closed.

Should an agency/university be closed due to adverse weather, then the closing shall be reported to the State Personnel Director within five days after the occurrence.

In the event an employee misses some or all of a regularly-scheduled work day due to weather conditions, the employee may be required to account for that time by charging leave or by making the time up. [Specific provisions on this are found in the online policy.]

The full policy on Adverse Weather may be found at:

http://www.osp.state.nc.us/manuals/manual99/weather_etcpolicy.doc

Frequently Asked Questions regarding Adverse Weather and their answers may be found at:

http://www.osp.state.nc.us/manuals/adverseweather_faqs.html

Please contact your HR Partner if you have questions about the adverse weather policy and process.

Thank you for your cooperation,

Linda Coleman

