

Hurricane Dorian: Frequently Asked Questions

1. How should emergency closings be reported to OSHR?

Within five calendar days after the occurrence the closure must be reported to the State Human Resources Director via the Emergency Closing Smartsheet link. To access for the link click [here](#).

2. How does emergency closing apply to employees who have been evacuated from their homes or their workstations?

OSHR has granted an exception to extend the emergency closing policy to include both the residence and work site location of employees in a *mandatory* evacuation area. If an employee is unable to access their primary place of residence or worksite due to a *mandatory* evacuation, this is an emergency closing event. They shall use time code 9540 (Other Management Approved Leave) to account for the time missed from work.

3. What if a work location is closing due to emergency conditions?

- Employees who are not required to work or is not emergency employee shall not be required to charge leave or make up the time. They shall use time code 9540 (Other Management Approved Leave) to account for the time missed from work.
- Emergency employees required to work during the emergency shall be granted emergency time off (ETO) on an hour for hour basis for all hours worked. Additionally, employees not designated as emergency, who are needed for cleanup and recovery, shall be compensated in the same manner as the designated emergency employees.
- Non-emergency employees who are reassigned to a different work location to avoid work stoppage or who are approved to work under alternative work arrangements, shall be paid for his/her regular salary for all hours worked but will not be granted ETO.
- Employees who are on prearranged vacation leave or sick leave will charge leave to the appropriate account.

4. What if a work location is only closing to the public?

Employees shall follow the agency expectations for remaining at work, reporting to work or accounting for lost time from work and may use adverse weather, if approved by the supervisor.

5. What if employees must leave work early due to weather conditions?

If employees are authorized to leave work early due to concern regarding travel safety related to the weather event, the employee may use adverse weather.

6. Our office occupies a leased space, what if the landlord wants to close the building for all employees?

Agencies that rent office space from non-State entities should communicate to employees that the agency, and not the landlord, will make the decision whether non-mandatory or mandatory operations are suspended. Agencies are advised to consider alternative work site locations, flexible work schedules including working from home and if necessary, allow adverse weather leave.

7. What leave codes should employees use to record time for emergency closing or adverse weather event?

- When emergency closing is designated, and an employee is *required* to work during the emergency closing, time code 9514 (Emergency Time Off) is used to record the time worked.
- If an employee is not required to work during an emergency closing event, time code 9540 (Other Management Approved Leave) is used.
- If it's not an emergency closing but an adverse weather event then non-mandatory employees who are unable to travel to or from the designated work location due to weather related safety concerns, time code 9545 (Adverse Weather Leave) is used if approved, in advance, by the supervisor.

8. Are FLSA exempt employees eligible to receive overtime pay during emergency closings?

Agencies are authorized to pay overtime at straight-time rates to FLSA exempt employees when the following conditions occur:

- A gubernatorial declaration of a "State of Emergency,"
- Management requires employees to work overtime for purpose of response and/or recovering during the emergency, and
- Funds are available to pay overtime. The agency shall determine if funds are available and obtain prior approval from the Office of State Budget and Management to use such funds to cover the overtime payments. The agency shall distribute any overtime pay consistently with a pre-defined standard that treats all employees equitably.