

STATE OF MAINE
DEPARTMENT OF PERSONNEL

February 14, 1978

PERSONNEL MEMORANDUM 5-78

TO: All Agency/Department Heads
SUBJECT: Storm Day Policy

A number of inquiries relative to the policy concerning absence, early departure, early release and obligation to report to shift or crew work on the day of a severe storm continue to be received. So that the policy may be clearly understood, it is delineated below:

The decision to release employees prior to normal release time will be transmitted through the Office of the Commissioner of Personnel. Authorized early release shall be without loss of pay or accrued leave credits.

Employees required to remain at or report to work to man a shift or crew will not receive extra compensation.

Employees who decide on their own not to report to work, or decide to leave work early, because of weather conditions, may do so and charge the absence to accrued vacation credits, compensatory time, or to leave without pay. Since these actions are authorized at the employee's initiative, the State does not authorize administrative leave. In all cases of voluntary absence or early departure, the employee's supervisor should be notified immediately.

Employees absent due to authorized vacation or sick leave will be charged for the type of leave previously authorized.

Agency heads are requested to disseminate this policy as broadly, and rapidly, as possible so that all questions related to this subject may be answered factually and accurately.

ROBERT J. STOLT
COMMISSIONER

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS