

STATE OF MAINE
DEPARTMENT OF PERSONNEL

November 20, 1980

PERSONNEL MEMORANDUM 24-80

TO: All Department/Agency Heads/Personnel Officers

SUBJECT: Early Release of Employees

REFERENCE: 1. Memo, dated December 7, 1979, from Jadine
O'Brien to All Agency/Department Heads
2. Personnel Memorandum 30-79, dated December 7, 1979

The memoranda listed above were issued to establish an orderly method of releasing employees in the event of severe weather conditions or other emergency situations, with the best interests of the safety of people in mind, and to reduce traffic congestion.

Release on a staggered basis, 15 to 20 minutes apart, reduces congestion and enhances the safety factor. It has been reported that not all agencies honored the release time assigned during the storm of November 18.

You are requested to review the above memoranda, and to have your employees adhere to the release time assigned to your agency. Cooperation will help toward an orderly departure - ignoring the assigned departure time will increase congestion, reduce the safety factor, and may result in review of the necessity of an early release policy.

Those employees who arrived at work late on November 18 may charge the time absent to appropriate leave credits, or may work an equivalent amount of time to make up for the period of absence. Those who determined, on their own, not to report to work should be charged with appropriate leave credits for the entire day.

JADINE R. O'BRIEN
COMMISSIONER

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS