

STATE OF MAINE
DEPARTMENT OF PERSONNEL

January 12, 1987

PERSONNEL MEMORANDUM 2-87

TO: All Agency/Department Heads/Personnel Officers
SUBJECT: Early Release - January 2, 1987

Due to unusual storm and travel conditions occurring during the day on January 2, 1987, early releases were authorized as follows:

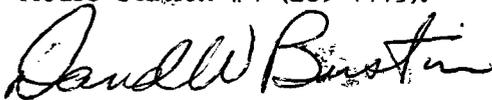
- Zones 7, 7A and 8 - 1:00 P.M.
- Zones 3, 4, and 6 - 2:00 P.M.
- Zones 1, 2, and 5 - Early release was not authorized for these zones.

The policy governing these early releases is defined by Personnel Bulletins 11.10 and 11.10A.

In reply to specific questions relating to the releases authorized for January 2, 1987:

- Employees who reported for work as expected on January 2, 1987, but who obtained permission to leave work before the release time was announced because of anticipated travel difficulties will be charged annual leave or compensatory time (if available) for the balance of their regular workday.
- Employees who were released from work in accordance with the release times specified above will be provided administrative leave for the balance of their respective workdays.
- Employees on leave (vacation, sick, personal, etc.) before early release was announced will be charged for the leave previously authorized.
- Decisions with respect to the existence of storm/emergency conditions after 5:00 P.M., January 2, 1987, were responsibility of each employing agency.

Further questions concerning these releases should be referred through appropriate Personnel Officers to Don Wills, Director, Planning and Operations, State House Station #4 (289-4413).



DAVID W. BUSTIN
COMMISSIONER