



PERSON COUNTY

FINANCE OFFICE

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The following instructions are for noting delayed openings or a specific time when employees are allowed to come to work after an inclement weather event and the guidelines for reporting administrative (“admin”) leave. This applies to all classes of employees with the exception of all part-time employees and public safety employees who are considered essential in their job roles for public safety response.

Delayed Opening

When a delay is implemented due to inclement weather or some other unforeseen event, employees who are eligible for admin leave should record their time as follows:

Non-exempt employees

Any hour(s) delay should be reported as admin leave taken with the remaining to be reported as worked or leave taken. For example, if a one hour delay was implemented, an employee that worked from 9:30 am to 5 pm (normal work hours 8:30-5:00) would record 1 hour administrative leave taken, and 6.5 hours worked. If employees took any time other than the admin leave, that difference should be requested as annual or comp leave taken. For example, an employee under the same schedule that came in at 11 am and worked until 5 pm would record 1 hour of administrative leave taken, 5 hours worked, and request 1.5 hours in annual or comp leave taken. If a non-exempt employee who was scheduled to work did not come in at all, they should record 1 hour of admin leave and request 6.5 hours of annual or comp leave taken. Employees on a flex schedule should only record the amount of admin leave granted based on a 7.5 or 8 hour workday, then request annual or comp leave taken to make up the remaining time.

Non-exempt employees who worked their regular schedule would record their worked hours as they normally would (ie. came in at 8:30 and worked till 5:00, 7.5 hours worked, no leave or comp time requests are necessary). Admin leave is not considered “worked” hours, therefore it cannot be banked for later use, nor does it apply to the calculation of overtime.

Exempt employees

Exempt employees do not need to record any time unless time other than the admin leave was taken. For example, if an exempt employee came in at 11 am instead of 9:30 am, the employee would request 1.5 hours of annual leave taken. If an exempt employee did not come in at all, the employee would request 6.5 hours of annual leave taken.

Exempt employees who worked their regular schedule do not need to record any time taken.

Employees who already had leave scheduled

If an employee had scheduled annual or sick leave to be taken on the day the Admin leave applied, then they should charge annual or sick leave for the full scheduled day.

Specific Opening Time

When a specific opening time is implemented due to inclement weather or some other unforeseen event, the employee's time should be recorded as follows:

Non- exempt employees

Non-exempt employees should record the admin leave taken, and then enter the total number of hours worked. For example, if the county officially opened at 10 am, the employee should record the number of hours between their usual start time and 10 am as admin leave taken. A 7.5 hour non-exempt employee that normally works from 8:30 am to 5 pm would record 1.5 hours of admin leave taken, and 6 hours worked. If non-exempt employees took any time other than the admin leave, that difference should be requested as annual or comp leave taken. In the above example, if the non-exempt employee who was scheduled to work did not come in at all, they would record 1.5 hour of administrative leave and request 6 hours of annual or comp leave taken. Employees on a flex schedule should only record the amount of admin leave granted based on a 7.5 or 8 hour workday, then request comp or annual leave to make up the remaining time.

Non-exempt employees who worked their regular schedule would record their worked hours as they normally would (ie. came in at 8:30 and worked till 5:00, 7.5 hours worked, no leave or comp time requests are necessary). Admin leave is not considered "worked" hours, therefore it cannot be banked for later use, nor does it apply to the calculation of overtime.

Exempt employees

Exempt employees do not need to record any time unless time other than the admin leave was taken. For example, if an exempt employee that normally works from 8 am to 4:30 pm came in at 11 am, 1 hour past the official start time of 10 am, the employee would request 1 hour of annual leave taken. If this exempt employee did not come in at all, the employee would request 5.5 hours of annual leave taken.