# Adverse Weather Policy Statement

## Introduction
An employee, not working in mandatory operations, who anticipates problems in transportation to or from work may use one of the following options to account for time not worked due to adverse weather conditions. (All options are subject to the approval of the supervisor.)

## Vacation Leave
The employee may elect to take vacation leave and/or vacation bonus.

## Leave Without Pay
The employee may elect to take leave without pay for the period of time not worked, and not make up the time.

## Make-up Time in Same Pay Period
The employee may elect to take leave without pay and make up the time in the same workweek or pay period in which the time was lost. For employees subject to wage/hour regulations, make-up time cannot result in overtime, so the time must be made up in a workweek in which the employee has worked less than 40 hours due to such absences as leave without pay, holidays, vacation or sick leave, civil leave, etc. Employees are encouraged to use this option whenever possible.

## Make-up Time Outside Pay Period
With the supervisor’s approval, the employee may elect to record the time missed due to adverse weather in TIM using the pay code “Adverse Weather Condition I-II Open.” This code allows the employee to document time not worked due to adverse weather. Under this option, the employee agrees to make up the time missed due to adverse weather within twelve (12) months. The pay code “Adverse Weather Condition I-II Payback” is used to document time in TIM as it is made up. For employees subject to wage/hour regulations, make-up time cannot result in overtime, so the employee must make up the time missed in a workweek in which the employee has worked less than 40 hours due to absences for holidays, vacation leave, bonus leave or other types of leave.