

EMERGENCY WEATHER PAYROLL PROCEDURES

All Building Service are designated as emergency staff and must report to work

- Sick leave will be granted if the employee contacts their supervisor and, **if requested**, provides a doctor's certificate or other form of documentation. Employees may use **sick leave for a scheduled appointment**, annual or personal leave on an emergency day if the leave was approved prior to the emergency. **Otherwise, employees who do not call, provide a requested doctor's certificate, other form of documentation, or have leave approved prior to the emergency will be reported as NPR -- No Pay Reported.**

Time worked on January 27, 2011 should be reported as follows:

- Personnel that reported for work should report regular time (REG) for the physical number of hours worked up to 8 hours, any additional hours worked should be reported as overtime regular rate (OTR); in addition, you should report emergency day worked (EDW) for the same number of physical hours worked up to 8 hours.
Example: for an employee who worked 6 hours on 1/27: Report 6 hrs REG, 6 hrs EDW, 2 hrs leave
for an employee who worked 9 hours on 1/27: Report 8 hrs REG, 8 hrs EDW, 1 Otr