

Frequently Asked Questions	State Employees	Federal Employees
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## State of Washington Military Department

### Inclement Weather Guide – Matrix for State and Federal Employees

This table is a general guideline for employees and supervisors concerning Department Inclement Weather policies, use of Leave during Inclement Weather and procedures for submission of Leave Slips to account for an employee’s absence due to Inclement Weather. In the event of any inconsistency between this matrix and the underlying statutes, administrative codes, policies and collective bargaining agreements, the aforementioned document(s) will control.

Frequently Asked Questions	State Employees			Federal Employees	
	Non-Represented	WFSE	WPEA	Technicians	AGR’s
<p>What is Inclement Weather and when will it excuse an employee’s absence in paid or unpaid status?</p>	<p>Inclement Weather is defined as Severe weather conditions that constitute a safety hazard to the employee(s) or other persons or property. Employees are expected to make their own work-attendance decisions based on the severity of conditions and personal safety considerations, taking into account their geographical location, road conditions, type of transportation, etc.</p>	<p>Inclement Weather is defined as Severe weather conditions that constitute a safety hazard to the employee(s) or other persons or property. Employees are expected to make their own work-attendance decisions based on the severity of conditions and personal safety considerations, taking into account their geographical location, road conditions, type of transportation, etc.</p>	<p>Inclement Weather is defined as Severe weather conditions that constitute a safety hazard to the employee(s) or other persons or property. Employees are expected to make their own work-attendance decisions based on the severity of conditions and personal safety considerations, taking into account their geographical location, road conditions, type of transportation, etc.</p>	<p>Inclement Weather is defined as Severe weather conditions that constitute a safety hazard to the employee(s) or other persons or property. Employees are expected to make their own work-attendance decisions based on the severity of conditions and personal safety considerations, taking into account their geographical location, road conditions, type of transportation, etc.</p>	<p>Inclement Weather is defined as Severe weather conditions that constitute a safety hazard to the employee(s) or other persons or property. AGRs are expected to make their own work-attendance decisions based on the severity of conditions and personal safety considerations, taking into account their geographical location, road conditions, type of transportation, etc.</p>
<p>Can an employee arrive late at work during Inclement Weather without loss of pay? If there is a “grace period”, does the employee still have to submit a leave slip?</p>	<p><b>Non-Represented</b> Yes. An employee may arrive up to 1 (one) hour late if weather prevents them from reporting to work on time. Yes, the employee must submit a leave slip using code 9021. It will NOT be charged against the employee’s leave balances. WAC 357-31-255.</p>	<p><b>WFSE</b> Yes. An employee may arrive up to 1 (one) hour late if weather prevents them from reporting to work on time. Yes, the employee must submit a leave slip using code 9021. It will NOT be charged against the employee’s leave balances. Article 16.3</p>	<p><b>WPEA</b> Yes. An employee may arrive up to 1 (one) hour late if weather prevents them from reporting to work on time. Yes, the employee must submit a leave slip using code 9021. It will NOT be charged against the employee’s leave balances. Article 16-4.</p>	<p><b>Technicians</b> Yes. In the event of severe weather and/or road conditions, caused by unavoidable delays, short periods of tardiness (two hours or less) normally will be excused absence without charge to leave or loss of pay; i.e., administrative leave. Employees should notify their Employer supervisor if they will report late to work. Tardiness of longer periods may also be excused without charge to loss of pay in cases that are reviewed and approved by the second level Employer supervisor. Prudent judgments in relation to safe driving conditions are key factors when making this decision, Per 5 CFR 610-301, TPR 990-2 &amp; CBA Article 22-4 (pg 60-61) &amp; WAARNG Reg</p>	<p><b>AGR’s</b> Yes. In the event of severe weather and/or road conditions, caused by unavoidable delays, short periods of tardiness (two hours or less) normally will be excused absence without charge to leave. Employees should notify their Employer supervisor if they will report late to work. Prudent judgments in relation to safe driving conditions are key factors when making this decision, Per WAARNG Reg 630-1/WA ANG Inst 36-807. It will NOT be charged against AGR’s leave balances.</p>

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					630-1/WA ANG Inst 36-807. It will NOT be charged against the employee's leave balances.	
<p>How does the Agency determine if a division, work unit, facility or specific location is Non-Operational and therefore closed? Who is authorized to make such a decision?</p>	<p><b>Non-Represented</b> As a public Safety Agency, the WMD will never close. There may be times, however, when it is necessary to reduce staffing to essential personnel or even temporarily close a specific work site or facility due to Severe Weather or other emergency conditions. The actions of the Military Department are not determined by – and may be inconsistent with – the actions of other state agencies and other federal work sites such as Fort Lewis, McChord AFB or Fairchild AFB. HRO and or the Chief of Staff of WA NG and/or Wing CDR of WA ANG provide advice and counsel to The Adjutant General (TAG) and final decisions regarding facility or work site closures are made by The Adjutant General or his designee. In the case of closure decisions affecting state employees, The Adjutant General also customarily coordinates with the Office of the Governor.</p>	<p><b>WFSE</b> As a public Safety Agency, the WMD will never close. There may be times, however, when it is necessary to reduce staffing to essential personnel or even temporarily close a specific work site or facility due to Severe Weather or other emergency conditions. The actions of the Military Department are not determined by – and may be inconsistent with – the actions of other state agencies and other federal work sites such as Fort Lewis, McChord AFB or Fairchild AFB. HRO and or the Chief of Staff of WA NG and/or Wing CDR of WA ANG provide advice and counsel to The Adjutant General (TAG) and final decisions regarding facility or work site closures are made by The Adjutant General or his designee. In the case of closure decisions affecting state employees, The Adjutant General also customarily coordinates with the Office of the Governor.</p>	<p><b>WPEA</b> As a public Safety Agency, the WMD will never close. There may be times, however, when it is necessary to reduce staffing to essential personnel or even temporarily close a specific work site or facility due to Severe Weather or other emergency conditions. The actions of the Military Department are not determined by – and may be inconsistent with – the actions of other state agencies and other federal work sites such as Fort Lewis, McChord AFB or Fairchild AFB. HRO and or the Chief of Staff of WA NG and/or Wing CDR of WA ANG provide advice and counsel to The Adjutant General (TAG) and final decisions regarding facility or work site closures are made by The Adjutant General or his designee. In the case of closure decisions affecting state employees, The Adjutant General also customarily coordinates with the Office of the Governor.</p>	<p><b>Technicians</b> As a public Safety Agency, the WMD will never close. There may be times, however, when it is necessary to reduce staffing to essential personnel or even temporarily close a specific work site or facility due to Severe Weather or other emergency conditions. The actions of the Military Department are not determined by – and may be inconsistent with – the actions of other state agencies and other federal work sites such as Fort Lewis, McChord AFB or Fairchild AFB. HRO and or the Chief of Staff of WA NG and/or Wing CDR of WA ANG provide advice and counsel to The Adjutant General (TAG) and final decisions regarding facility or work site closures are made by The Adjutant General or his designee. In the case of closure decisions affecting state employees, The Adjutant General also customarily coordinates with the Office of the Governor.</p>	<p><b>AGR's</b> As a public Safety Agency, the WMD will never close. There may be times, however, when it is necessary to reduce staffing to essential personnel or even temporarily close a specific work site or facility due to Severe Weather or other emergency conditions. The actions of the Military Department are not determined by – and may be inconsistent with – the actions of other state agencies and other federal work sites such as Fort Lewis, McChord AFB or Fairchild AFB. HRO and or the Chief of Staff of WA NG and/or Wing CDR of WA ANG Provide advice and counsel to The Adjutant General (TAG) and final decisions regarding facility or work site closures are made by The Adjutant General or his designee. In the case of closure decisions affecting state employees, The Adjutant General also customarily coordinates with the Office of the Governor.</p>	
<p>If an employee is authorized to use up to 1 hour of Inclement Weather Leave as a “grace period” at the beginning of the work day, can they use up to 1 hour of such Leave later in the day; for example, as a “paid” early departure if weather becomes Severe during the work day?</p>	<p><b>Non-Represented</b> No. The one hour of paid Inclement Weather Leave can only be used at the beginning of the work day. If an employee feels they need to leave early due to road conditions or other weather-related reasons, the employee must submit a leave slip using their own accrued leave and the leave must be approved before the employee's departure.</p>	<p><b>WFSE</b> No. The one hour of paid Inclement Weather Leave can only be used at the beginning of the work day. If an employee feels they need to leave early due to road conditions or other weather-related reasons, the employee must submit a leave slip using their own accrued leave and the leave must be approved before the employee's departure.</p>	<p><b>WPEA</b> No. The one hour of paid Inclement Weather Leave can only be used at the beginning of the work day. If an employee feels they need to leave early due to road conditions or other weather-related reasons, the employee must submit a leave slip using their own accrued leave and the leave must be approved before the employee's departure.</p>	<p><b>Technicians</b> Yes. When a National Guard activity or station must be closed early, or for the entire day, employees will be excused without charge to leave or loss of pay ;i.e. administrative leave” per 5 CFR, 610-301 , WAARNG Reg 630-1/WA ANG Inst 36-807, CBA Article 22-4 (Pg 60-61</p>	<p><b>AGR's</b> Yes. When a National Guard activity or station must be closed early, or for the entire day, employees will be excused without charge to leave WAARNG Reg 630-1/WA ANG Inst 36-807.</p>	

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Do I get paid if my supervisor makes the decision to send everyone home early due to Inclement Weather Conditions?	<p><b>Non-Represented</b> Only a Division Director can make a decision in consultation with supervisors to allow staff to leave early due to Inclement Weather and get Paid. It is the responsibility of the Division Director to consult with the Agency Director prior to making that decision. State Agency Directors have an obligation to Consult with The Governor's office when making decisions to close or suspend all or part of their agency operations. WAC 357-31-260</p>	<p><b>WFSE</b> Only a Division Director can make a decision in consultation with supervisors to allow staff to leave early due to Inclement Weather and get Paid. It is the responsibility of the Division Director to consult with the Agency Director prior to making that decision. State Agency Directors have an obligation to Consult with The Governor's office when making decisions to close or suspend all or part of their agency operations. WAC 357-31-260</p>	<p><b>WPEA</b> Only a Division Director can make a decision in consultation with supervisors to allow staff to leave early due to Inclement Weather and get Paid. It is the responsibility of the Division Director to consult with the Agency Director prior to making that decision. State Agency Directors have an obligation to Consult with The Governor's office when making decisions to close or suspend all or part of their agency operations. WAC 357-31-260</p>	<p><b>Technicians</b> The first line supervisors can make a decision in consultation with HRO, Cofs Army &amp; Air and Wing Cdrs .</p>	<p><b>AGR's</b> The first line supervisors can make a decision in consultation with HRO, Cofs Army &amp; Air and Wing Cdrs .</p>
I work 8 hours a day but can not come to work at all because of the Inclement Weather conditions. Do I submit a leave slip for 7 hours or for 8 hours? (Full shift)	<p><b>Non-Represented</b> Submit a leave slip for your full shift.</p>	<p><b>WFSE</b> Submit a leave slip for your full shift.</p>	<p><b>WPEA</b> Submit a leave slip for your full shift.</p>	<p><b>Technicians</b> Submit a leave slip for your full shift.</p>	<p><b>AGR's</b> Submit a leave slip or pass request.</p>
If I can't get to work, can I work from home? What is the criteria to work from home?	<p><b>Non-Represented</b> Employees may not self select to work at home. Considerations made by management as to whether an employee can work at home include the type of work product they produce for the state, the necessary resources the employee has available to do the work from home, and deadlines that need to be met for a specific product. All agreements with employees to work from home must be made in collaboration with the Division Director. The employee must be able to produce a specific product upon return to the worksite. Monitoring of email or being on standby does not constitute work for the purposes of remaining at home and being exempt from submitting a leave slip. There is also the understanding that there are</p>	<p><b>WFSE</b> Employees may not self select to work at home. Considerations made by management as to whether an employee can work at home include the type of work product they produce for the state, the necessary resources the employee has available to do the work from home, and deadlines that need to be met for a specific product. All agreements with employees to work from home must be made in collaboration with the Division Director. The employee must be able to produce a specific product upon return to the worksite. Monitoring of email or being on standby does not constitute work for the purposes of remaining at home and being exempt from submitting a leave slip. There is also the understanding that there are</p>	<p><b>WPEA</b> Employees may not self select to work at home. Considerations made by management as to whether an employee can work at home include the type of work product they produce for the state, the necessary resources the employee has available to do the work from home, and deadlines that need to be met for a specific product. All agreements with employees to work from home must be made in collaboration with the Division Director. The employee must be able to produce a specific product upon return to the worksite. Monitoring of email or being on standby does not constitute work for the purposes of remaining at home and being exempt from submitting a leave slip. There is also the understanding that there are</p>	<p><b>Technicians</b> We do not have tele-work policy which allows our technicians work at home. At this time no federal technician is authorized to work at home.</p>	<p><b>AGR's</b> We do not have tele-work policy which allows our technicians work at home. At this time no AGR is authorized to work at home.</p>

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	certain jobs that can't be performed from home; desktop support, maintenance functions, switchboard operations, etc.	certain jobs that can't be performed from home; desktop support, maintenance functions, switchboard operations, etc.	certain jobs that can't be performed from home; desktop support, maintenance functions, switchboard operations, etc.		
<b>What type of leave do I use when there is Inclement Weather? Do I have a choice of what kind of leave to use?</b>	<b>Non-Represented</b> Leave must be used in the following order and exhausted prior to going on to the next type of leave: Exchange or Compensatory time, annual leave, sick leave (limited to 3 days per calendar year). An employee may opt to take authorized leave without pay in lieu of using paid leave.	<b>WFSE</b> Leave must be used in the following order and exhausted prior to going on to the next type of leave: Exchange or Compensatory time, annual leave, sick leave (limited to 3 days per calendar year). An employee may opt to take authorized leave without pay in lieu of using paid leave.	<b>WPEA</b> Leave must be used in the following order and exhausted prior to going on to the next type of leave: Exchange or Compensatory time, annual leave, sick leave (limited to 3 days per calendar year). An employee may opt to take authorized leave without pay in lieu of using paid leave.	<b>Technicians</b> Leave must be used Compensatory time earned and annual leave. An employee may opt to take authorized leave without pay in lieu of using paid leave.	<b>AGR's</b> Leave must be used annual leave or pass.
<b>Is there a limit to the amount of sick leave that I can use?</b>	<b>Non-Represented</b> 3 days per calendar year.	<b>WFSE</b> 3 days per calendar year.	<b>WPEA</b> 3 days per calendar year.	<b>Technicians</b> Must use annual leave or compensatory time earned.	<b>AGR's</b> Must use annual leave or pass.
<b>Is there a limit to the amount of annual leave that I can use?</b>	<b>Non-Represented</b> There is no limit to the amount of annual leave that you can use, however, once it is exhausted, it may affect your ability to take pre-scheduled approved leave pending once your leave is exhausted.	<b>WFSE</b> There is no limit to the amount of annual leave that you can use, however, once it is exhausted, it may affect your ability to take pre-scheduled approved leave pending once your leave is exhausted.	<b>WPEA</b> There is no limit to the amount of annual leave that you can use, however, once it is exhausted, it may affect your ability to take pre-scheduled approved leave pending once your leave is exhausted.	<b>Technicians</b> There is no limit to the amount of annual leave that you can use, however, once it is exhausted, it may affect your ability to take pre-scheduled approved leave.	<b>AGR's</b> There is no limit to the amount of annual leave that you can use, however, once it is exhausted, it may affect your ability to take pre-scheduled approved leave.
<b>How should I code my leave slip when taking paid leave for Inclement Weather</b>	<b>Non-Represented</b> 9019 – Exchange Time 9016 – Comp Time Inclement Weather 9007 – Vacation Inclement Weather 9057 – Sick Inclement Weather 9030 – LWOP Inclement Weather	<b>WFSE</b> 9019 – Exchange Time 9016 – Comp Time Inclement Weather 9007 – Vacation Inclement Weather 9057 – Sick Inclement Weather 9030 – LWOP Inclement Weather	<b>WPEA</b> 9019 – Exchange Time 9016 – Comp Time Inclement Weather 9007 – Vacation Inclement Weather 9057 – Sick Inclement Weather 9030 – LWOP Inclement Weather	<b>Technicians</b> It will be annual leave (LA).	<b>AGR's</b> It will be annual leave.
<b>What code do I use on my leave slip if I am sent home by the Division Director due to Inclement Weather Circumstances?</b>	<b>Non-Represented</b> 9021- The use of this code will account for your time away from work, however there will be no adjustment to any of your accrued leave balances. Division Director Signatures will be required by Payroll for all leave slips that are coded with 9021.	<b>WFSE</b> 9021- The use of this code will account for your time away from work, however there will be no adjustment to any of your accrued leave balances. Division Director Signatures will be required by Payroll for all leave slips that are coded with 9021.	<b>WPEA</b> 9021- The use of this code will account for your time away from work, however there will be no adjustment to any of your accrued leave balances. Division Director Signatures will be required by Payroll for all leave slips that are coded with 9021.	<b>Technicians</b> It will be administrative leave (LN).	<b>AGR's</b> It will be administrative leave.