

State of Washington Military Department

Inclement Weather Guide – Matrix for State Employees

This table is a general guideline for employees and supervisors concerning Department Inclement Weather policies, use of Leave during Inclement Weather, Severe Inclement Weather Emergency’s that modify operations, and other disasters. It provides 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 | | |
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| | Non-Represented | WFSE | WPEA |
| What is Inclement Weather and when will it excuse an employee’s absence in paid or unpaid status? | 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. | 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. | 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. |
| 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? | Non-Represented 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. | WFSE 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 | WPEA 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 |
| How does the Agency determine if a division, work unit, facility or specific location is limited operationally and therefore needs to modify staffing? Who is authorized to make such a decision? | Non-Represented 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. With Executive level advice and counsel, The Adjutant General (TAG) or his designee will determine if there is cause to invoke the agency inclement weather / modified operations policy and invoke a non-operational delay in start times or provide early releases. In the case of non-operational/early dismissal decisions affecting state employees, The Adjutant General will also customarily notify the Office of the Governor. | WFSE 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. With Executive level advice and counsel, The Adjutant General (TAG) or his designee will determine if there is cause to invoke the agency inclement weather / modified operations policy and invoke a non-operational delay in start times or provide early releases. In the case of non-operational/early dismissal decisions affecting state employees, The Adjutant General will also customarily notify the Office of the Governor. | WPEA 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. With Executive level advice and counsel, The Adjutant General (TAG) or his designee will determine if there is cause to invoke the agency inclement weather / modified operations policy and invoke a non-operational delay in start times or provide early releases. In the case of non-operational/early dismissal decisions affecting state employees, The Adjutant General will also customarily notify the Office of the Governor. |
| 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 | Non-Represented The one hour of paid Inclement Weather Leave can be used at the beginning of the work day with supervisory approval based on weather conditions. If an employee | WFSE The one hour of paid Inclement Weather Leave can be used at the beginning of the work day with supervisory approval based on weather conditions. If an employee | WPEA The one hour of paid Inclement Weather Leave can be used at the beginning of the work day with supervisory approval based on weather conditions If an employee |

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| during the work day? | feels they need to leave early due to road conditions or other weather-related reasons and they must submit a leave slip using their own accrued leave and the leave must be approved before the employee's departure. | feels they need to leave early due to road conditions or other weather-related reasons and they must submit a leave slip using their own accrued leave and the leave must be approved before the employee's departure. | feels they need to leave early due to road conditions or other weather-related reasons and they must submit a leave slip using their own accrued leave and the leave must be approved before the employee's departure. |
| Do I get paid if the Agency Director declares an emergency delayed start or emergency early release for the purposes of inclement weather or another type of emergency? | Non-Represented | WFSE | WPEA |
| | <p>State Agency Directors are to use discretion balanced with operational need and must notify The Governor's office when making decisions to close or suspend all or part of their agency operations. WAC 357-31-260.</p> <p>Only an Agency Director can make a decision to modify operations and officially delay a start time or authorize staff to leave early due to severe Inclement Weather or other disaster. Responsible to notify OFM</p> <p>When there is an officially declared delay or early release of staff due to an emergency, staff will be notified via the Agency Mass Communication System and will be paid for the time missed from their regular start time to the delayed start time; or from the time they are released until their official end time. Use Code 9044 Natural Disaster and use the Comments section of the Leave Request to note the reason.</p> <p>Staff who have pre-scheduled leave will continue to take their leave; staff who did not report to the work site will be allowed to take accrued leave under the policy.</p> | <p>State Agency Directors are to use discretion balanced with operational need and must notify The Governor's office when making decisions to close or suspend all or part of their agency operations. WAC 357-31-260.</p> <p>Only an Agency Director can make a decision to modify operations and officially delay a start time or authorize staff to leave early due to severe Inclement Weather or other disaster. Responsible to notify OFM</p> <p>When there is an officially declared delay or early release of staff due to an emergency, staff will be notified via the Agency Mass Communication System and will be paid for the time missed from their regular start time to the delayed start time; or from the time they are released until their official end time. Use Code 9044 Natural Disaster and use the Comments section of the Leave Request to note the reason.</p> <p>Staff who have pre-scheduled leave will continue to take their leave; staff who did not report to the work site will be allowed to take accrued leave under the policy.</p> | <p>State Agency Directors are to use discretion balanced with operational need and must notify The Governor's office when making decisions to close or suspend all or part of their agency operations. WAC 357-31-260.</p> <p>Only an Agency Director can make a decision to modify operations and officially delay a start time or authorize staff to leave early due to severe Inclement Weather or other disaster. Responsible to notify OFM</p> <p>When there is an officially declared delay or early release of staff due to an emergency, staff will be notified via the Agency Mass Communication System and will be paid for the time missed from their regular start time to the delayed start time; or from the time they are released until their official end time. Use Code 9044 Natural Disaster and use the Comments section of the Leave Request to note the reason.</p> <p>Staff who have pre-scheduled leave will continue to take their leave; staff who did not report to the work site will be allowed to take accrued leave under the policy.</p> |
| | Non-Represented | WFSE | WPEA |
| I work 8 hours a day but cannot come to work at all because of the Inclement Weather conditions. Do I submit a leave slip for 7 hours or for 8 hours? For 10 hours? (Full shift) | Submit a leave slip for your full shift. | Submit a leave slip for your full shift. | Submit a leave slip for your full shift. |
| If I can't get to work, can I work from home? What is the criteria to work from home? | Non-Represented | WFSE | WPEA |
| | Submit a leave slip for your full shift. | Submit a leave slip for your full shift. | Submit a leave slip for your full shift. |
| What type of leave do I use when there is Inclement Weather? Do I have a choice of what kind of leave to use? | Non-Represented | WFSE | WPEA |
| | <p>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. Leave can be used in any order but must be approved by the Supervisor. If the employee's child's school or day care is closed because of inclement weather, they may use up to 3 days of Emergency Family Care Leave CODE 9061 Sick – EFC per year.</p> | <p>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. If the employee's child's school or day care is closed because of inclement weather, they may use up to 3 days of Emergency Family Care Leave CODE 9061 Sick – EFC per year</p> | <p>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. If the employee's child's school or day care is closed because of inclement weather, they may use up to 3 days of Emergency Family Care Leave CODE 9061 Sick – EFC per year</p> |
| Is there a limit to the amount of sick leave that I can use? | Non-Represented | WFSE | WPEA |
| | 3 days per calendar year. | 3 days per calendar year. | 3 days per calendar year. |

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| Is there a limit to the amount of annual leave that I can use? | Non-Represented | WFSE | WPEA |
| | 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. | 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 | 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 |
| How should I code my leave slip when taking paid leave for Inclement Weather | Non-Represented | WFSE | WPEA |
| | 9019 – Exchange Time 9016 – Comp Time Inclement Weather 9007 – Vacation Inclement Weather 9057 – Sick Inclement Weather 9030 – LWOP Inclement Weather 9061 – Sick Leave – Emergency Family Care (only 3X per year) To be used if schools or day cares close | 9019 – Exchange Time 9016 – Comp Time Inclement Weather 9007 – Vacation Inclement Weather 9057 – Sick Inclement Weather 9030 – LWOP Inclement Weather 9061 – Sick Leave – Emergency Family Care (only 3X per year) To be used if schools or day cares close | 9019 – Exchange Time 9016 – Comp Time Inclement Weather 9007 – Vacation Inclement Weather 9057 – Sick Inclement Weather 9030 – LWOP Inclement Weather 9061 – Sick Leave – Emergency Family Care (only 3x per year) – If schools or day cares are closed |
| What code do I use on my leave slip if I am sent home by Agency due to inclement weather? Other emergency situations? | Non-Represented | WFSE | WPEA |
| | 9044- Natural Disaster is the code used for Modified Operations. 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 9044 | 9044- Natural Disaster is the code used for Modified Operations. 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 9044 | 9044- Natural Disaster is the code used for Modified Operations. 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 9044 |