



HUMAN RESOURCES

Georgia Building Authority / State Properties Commission / Georgia State Financing & Investment Commission

HR-24: Inclement Weather Policy (effective: 1/2012)

Introduction

The Georgia Building Authority (GBA), Georgia State Financing and Investment Commission (GSFIC) and the State Properties Commission (SPC) may be closed due to inclement weather or other emergencies. Whenever it is determined that the health or safety of citizens, clients, or employees would be placed at risk or that conditions or events prevent performance of regular operations, services or responsibilities assigned to GBA/GSFIC/SPC, closure of an agency or a subsection thereof, may be deemed necessary. The Governor shall make decisions regarding the conditions affecting the closure of all agencies statewide or within a geographic region. Decisions regarding conditions affecting a single agency or subsection thereof shall be made at the discretion of the agency head.

Communication of Closure

If inclement weather or other emergency conditions affecting GBA/GSFIC/SPC or within a geographic region develop during the workday, agencies will be notified by telephone and/or email of any authorized changes to normal work hours. If such conditions develop during the night and warrant delayed opening or official closing, official announcements will be made through the following outlets:

- **In Metropolitan Atlanta:** Television Broadcast Station WSB (ABC) Channel 2, and Radio Stations WSB 750 AM and WSB 95.5 FM shall serve as official notification stations.
- **In Areas Outside Metropolitan Atlanta:** Local Radio Stations that are part of the Georgia Public Radio Network will carry official announcements.
- **Intranet:** If it is determined that GBA/GSFIC/SPC, or one of its subsections, is closed, this information will also be posted on the Employee Intranet.

Announcements will be made as soon as possible following any decision to close state operations in any area. Employees should be directed to listen to one of the above stations for information about alternate work hours or office closing and should be reminded that announcements on other stations may not be accurate. In the absence of official notification of delayed opening or office closure, employees are expected to report to work on time or contact their supervisor.

Treatment of Absences

When an employee is prevented from reporting to work or remaining at work because of the closure of the agency or subsection thereof by action of the Governor or agency head, as applicable, such absence is considered to be with pay and not charged to any accrued leave or compensatory time. HR-24 Inclement Weather

Absences due to an employee's personal circumstances shall be charged to available leave or compensatory time or shall be unpaid. The agency head, at personal discretion, may permit employees to make up the time lost from work in accordance with FLSA guidelines.

Employees who are not directly affected by the conditions warranting closure, or who are not scheduled to work during such times, shall not accrue any right to, and shall not be compensated in any manner for, any absence that may be authorized for the employees directly affected.

For example: An employee scheduled for eight (8) hours of annual leave for a day on which their organizational unit delayed opening for two (2) hours due to inclement weather is still charged eight (8) hours of annual leave.



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If it is determined that inclement weather, or other emergencies, do not warrant the closing of the agency, but there is an official delay in reporting or early release from work due to inclement weather, an employee will be charged leave, or be placed on leave without pay, for time in excess of the official delay or early release time.

For example: A two (2) hour delay in reporting is announced, but an employee does not arrive to work until four (4) hours after the normal start time, the employee will need to use two (2) hours of compensatory, annual or personal leave.

Overtime Compensation

Employees who are required to work additional time past their scheduled work period, or who are designated as essential and required to respond during a period of emergency, shall be compensated under FLSA provisions.