



# NCCU ADVERSE WEATHER FREQUENTLY ASKED QUESTIONS

## **Q. How do I find out if my office is closed during periods of adverse weather?**

*State government administrative offices will remain open, even during times of adverse weather. It is the responsibility of the employee to make a good faith effort to come to work during these times. Employees in non-administrative settings should follow their agency/university's adverse weather plan. Each agency/university should have an adverse weather plan in place to cover mandatory and non-mandatory operations.*

## **Q. How do I find out if I'm a mandatory or non-mandatory employee?**

*It is the responsibility of each agency head to predetermine and designate the mandatory operations of their agency/university. You should check with your supervisor or Human Resources Office to determine your status.*

## **Q. Who determines if the Adverse Weather Policy is appropriate in an individual's case?**

*It is always the agency/university head's responsibility to determine when the Adverse Weather Policy will apply to an individual's situation.*

## **Q. If I am unable to report to work or choose to leave early due to the weather conditions, how do I account for time not worked?**

*Non-mandatory employees have the following options:*

- *Charge to vacation leave*
- *Charge to accrued compensatory leave*
- *Take leave without pay*
- *Make-up the time in accordance with the provisions outlined in the Adverse Weather Policy*

*Mandatory employees must follow the agency/university's Adverse Weather Plan.*

## **Q. How do I account for time not worked if my agency/university head decides to temporarily close or suspend operations due to the weather conditions?**

*You would be required to make up the time not worked or charge the time to the appropriate leave account.*



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### **Q. How do I account for time not worked if the Governor declares a "State of Emergency" due to the weather conditions?**

*You would still be required to make up the time not worked or charge the time to the appropriate leave account.*

*The only time an employee would not be required to make up the time not worked would be when the conditions are officially declared hazardous to life and safety due to catastrophic, life-threatening weather such as hurricanes, tornadoes, or floods and mandatory restrictions such as the following occur:*

- *Employees are required/ordered to evacuate by an authorized public safety official*
- *Roads are closed and the Highway Patrol is ticketing all drivers*
- *curfews are imposed*

*Your supervisor or Human Resources Office will notify you when these special provisions will apply.*

### **Q. Do I have to make up my time not worked if I stay home because the Highway Patrol announced that all drivers should stay off the road unless it is an emergency situation?**

*You would still be required to make up the time not worked or charge the time to the appropriate leave account.*

### **Q. If my child's school is closed due to adverse weather, can I use Adverse Weather Leave to stay home with my child?**

*There are no provisions under the Adverse Weather Policy for childcare due to school closings. Your agency/university head will need to review requests on a case-by-case basis to determine if the individual situation meets the provisions for making up lost time due to adverse weather.*

### **Q. If I choose to make up my lost work time instead of charging it to leave, do I have to get my supervisor's approval?**

*Yes. All make-up time must be approved by your supervisor ahead of time. It is the supervisor's responsibility to ensure that make-up time does not result in overtime. Supervisors must make every reasonable effort to arrange schedules whereby the employee will be given an opportunity to make up time not worked rather than charging it to leave.*



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### **Q. Are there any limitations on when I can make up time not worked due to Adverse Weather?**

*If you are subject to the Fair Labor Standards Act (Overtime Pay Provisions), then it will be necessary for your make-up time to be limited to the same workweek in which the time is lost or in a week when you have not worked a full work schedule due to such absences as holidays, vacation, sick leave, civil leave, etc.*

*If you are exempt from FLSA, then you are not restricted on when you can make up the time; however, you still need to get your supervisor's approval ahead of time.*

### **Q. How long do I have to make up Adverse Weather Leave?**

*You must make up the time within 12 months from the occurrence of the absence.*

### **Q. What happens if I'm unable to make up my adverse weather leave within 12 months?**

*The appropriate leave must be charged, or the leave balance will be deducted from your pay.*

### **Q. Can I volunteer to work on a Holiday to make up my adverse weather leave?**

*You would need to get approval from your supervisor. Your agency can deny your request to work on a holiday if it would result in undue hardship on the agency or its employees. If your supervisor does approve for you to work on the holiday, you will not be eligible to receive Holiday Premium Pay, since you are volunteering to work to make up time.*

*The FAQ's presented are excerpts from the North Carolina Office of State Personnel 'Adverse Weather Leave Policy' located in the North Carolina State Personnel Policy Manual.*