MEMORANDUM

DATE: March 23, 2017

TO: Classified and Professional Staff

FROM: Joseph P. Schultz, Associate Vice President for Human Resources

RE: Severe Weather on March 14th and March 15th, 2017

I am writing to provide time and attendance guidance regarding the snow storm on Tuesday, March 14th and Wednesday, March 15th.

The Governor’s Office has indicated that non-essential employees that did not report to work due to the weather on Tuesday, March 14th and Wednesday, March 15th do not need to charge leave accruals for absences on those dates. Employees who made a request for time off on Monday, March 13th due to the impending storm do not need to charge accruals. However, anyone with pre-scheduled vacation time prior to Monday, March 13th would still be required to charge vacation accruals for Tuesday, March 14th and/or Wednesday, March 15th.

The following action should be taken for non-essential employees who did not report:

- Hourly employees should record the hours they were scheduled to work on their time sheet for Tuesday, March 14th and Wednesday, March 15th in order to get paid for those hours with a note that states, “snow non-essential”.

- If you fill out the CLS-ANN paper time record and are not paid on an hourly basis, write in “snow non-essential” for the day(s) in question where you record your in and out time along with the total number of hours you were scheduled to work. Please do not fill in your normally scheduled work hours which would indicate that you worked.

- For those using the electronic SUNY Time and Attendance System, no action is required as this is an exception based system and no charge to accruals is required.

Please note that those designated as essential employees who were unable to report for the two days (or a portion of the two days) are required to charge appropriate leave credits. Requests to charge weather related absences to sick leave accruals are not an appropriate use of sick leave and may be subject to medical documentation. Current essential employees would have received a letter in August/September of 2016 informing them of this designation. Please see your supervisor if you have questions about your designation. A link to the essential employee program can be found at the link below:


Please feel free to contact Human Resources at 777-2187 with any questions.