

City of Columbus

Leave time for Wind Storm of September 15, 2008

Direction for Weather Related Absences

- Any full-time employee who previously asked for the day off as vacation leave, sick leave, compensatory time or personal business day will get that leave time previously requested and approved.
- Any full-time employee who reported to work, and was released early by City directive will be paid for the entire day, and will not be required to use any leave time.
- Any full-time employee who called off because of the weather and did not report at all will be required to use vacation leave or compensatory time for the entire period of time.
- Any part-time employee who reported to work as scheduled and was released early because of the City directive will be paid for all scheduled hours.
- Any part-time employee who called off because of the weather will not be paid for any time.

When the City Administration directed a two (2) hour delay in reporting to work, the following applies:

- Any full-time employee who reported to work as directed shall be paid for the entire day and will not be required to use any leave time. This applies only to those employees who were required to report for first shift and had a two (2) hour delay.
- Any full-time employee who had previously asked for and been approved for eight (8) hours of vacation leave, sick leave, compensatory time or personal business day will be paid that leave. The leave will not be reduced by two (2) hours because of the City-directed delay.
- Any full-time employee who called in sick, whether for her/himself or family members will be charged eight (8) hours of sick leave.

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- Any full-time employee who called off because of the weather-related situations and did not report to work after the two (2) hour delay, shall use six (6) hours of vacation leave or compensatory time to cover the absence and be paid for the two (2) hour delay as if worked.
- Any full-time employee who called off because of the weather and did not have enough leave time to cover the absence shall be granted approved leave without pay.
- Any part-time employee who was scheduled to work but reported to work late because of the two (2) hour delay shall be paid for all scheduled hours.
- Any part-time employee who called off because of the weather shall not be paid for any time.
- Any employee who reported at the regular starting time, despite the two (2) hour delay, will not be credited with two hours to use at a later date.

/contracts/September 2008 Wind Storm weather emergency direction