
EMERGENCY RELEASE

It's 6 AM. The snow is piling up outside and the TV and radio news people are saying, "State offices are closed for non-essential personnel." Does this mean you? Can you go back to bed, or should you put on your boots and brave the elements?

First, if you did **not** sign a form by December 1st acknowledging your status as an essential employee, go back to bed! You are a non-essential employee. If you did sign a form, get dressed. Like the mailman, you are an essential employee and must report to work to deliver your agencies critical services.

Policies for essential employees include compensation as determined by the Governor for each instance. Absence during emergencies can be approved by your supervisor, and failure to come to work without permission could result in disciplinary action. If you are not sure about your designation, check with your supervisor.

Second, for non-temporary, non-essential employees, there are several types of emergency release time the State may choose such as:

Full Day Closing:

is determined prior to the start of normal work hours or shifts and is granted without loss of pay or leave.

Liberal Leave:

allows an employee to be absent for all or part of a work day with time charged appropriately to paid leave (annual, personal or compensatory time) or leave without pay. You must notify your supervisor of your decision to take liberal leave.

Delayed Starting Time:

requires employees to report to work at the announced delayed time and remain until the close of business with no loss of pay or charge to leave.

Early Release:

allows employees to be dismissed early with no loss of pay or charge to leave. Non-essential employees who are requested and/or volunteer (and are approved) to

stay until normal closing time will be compensated in the same manner as essential employees who are required to remain.

Employees who scheduled leave prior to the emergency will be charged with the leave they previously requested.

Following recommendations by the Department of Budget and Management (DBM) and the Maryland Department of Transportation (MDOT) regarding commuting conditions, the Governor makes the final decision on closing state agencies. DBM notifies the media and posts a notice on their website at: www.dbm.state.md.us. Every effort is made to make these notices and information available to everyone prior to 6 AM.

Make sure you are familiar with the circumstances surrounding the closing of state facilities. It is wise to discuss such matters as office coverage, home/cell telephone numbers, availability and types of leave with your supervisor **now**, prior to a weather event.

Together we can be prepared!

