

Reporting Hazardous Weather Leave for March 2 and March 3rd

Governor Sanford has signed an executive order granting leave with pay to State employees for their absences on March 2 and March 3, 2009, due to the closings of state offices for hazardous weather conditions.

University campuses located in counties affected by the Governor's decision include:

March 2: Delayed Opening until 10 a.m. – Aiken, Richland and Sumter Counties

- ❑ USC Aiken
- ❑ USC Columbia
- ❑ USC Sumter

March 2: Delayed Opening until 1p.m. – Lancaster and Laurens Counties

- ❑ USC Lancaster

March 2: Closed – Spartanburg and Union Counties

- ❑ USC Union
- ❑ USC Upstate

March 3: Delayed Opening Until 10 a.m. – Spartanburg County

- ❑ USC Upstate

Example of Time Entry as a Columbia Campus employee:

The Columbia campus opened at 10:00 am on March 2, 2009. If your normal scheduled hours are from 8:30 – 5:00, then the amount of hazardous weather leave with pay granted equals 1.5 hours (the difference between your normal start time of 8:30 am and the 10:00 am delay)

In ITAMS use the "HAZW-PAID Paid Weather Time" time code to record the leave with pay hours granted:

If your start time is 8:00 – Leave with Pay = 2.0 hours (record as HAZW-PAID). (If your normal start time and/or campus are different from the examples above, determine the amount of hazardous weather leave granted by calculating the difference between your normal start time and the time your campus opened.)

Note: If your absence exceeded the number of leave with pay hours granted by the Governor for your campus, the remaining hours of absence must be recorded as Annual Leave (A/L), Sick Leave (S/L) or Leave Without Pay (LWOP). **DO NOT** use the time codes Weather-Rpt or Weather-MKUP to record the absence.

If your campus was closed by the Governor for the whole day on March 2, use the time code "HAZW-PAID" for the entire absence.

Essential employees who were required to work during this time will earn compensatory time for the hours worked.