

INCLEMENT WEATHER REFERENCE GUIDE

Essential Non-Exempt (Hourly) Employees

Questions regarding timesheet entry should be emailed to Accounts Payable at apayable@fhsu.edu or call AP at 5948.

ESSENTIAL Non-Exempt Employee

Non-Exempt employees who are essential are granted Inclement Weather time off pay up to the hour(s) authorized during their regular work schedule. Employees must report inclement weather leave in Workday for the day(s) of inclement weather. Instructions for entering time off can be found here: [Request Time Off](#). The time off type to be entered is called **Inclement Weather**.

Essential Non-Exempt employees that work during an inclement weather declaration must also report **Inclement Weather Worked**. If shift eligible, be sure to select the Inclement Weather Worked for the shift worked.

- Essential staff not scheduled to work on the inclement weather day(s) due to vacation, sick, discretionary or any other planned leave are not eligible for the inclement weather pay. Employees should not submit time off corrections to remove previously requested leave time on the inclement weather day(s).

Action to be taken by employee:

- ✓ If employee worked, report **Inclement Weather Worked** equal to the number of hours worked during the inclement weather declaration.
- ✓ Submit Inclement Weather time off request for hours equal to employees normally scheduled shift.
- ✓ Complete timesheet and submit.