

# INCLEMENT WEATHER REFERENCE GUIDE

## Non-Essential Exempt (Salary) Employees

\*\*\*Includes 12 month faculty\*\*\*

Questions regarding timesheet entry should be emailed to Accounts Payable at [apayable@fhsu.edu](mailto:apayable@fhsu.edu) or call AP at 5948.

### NON-ESSENTIAL Exempt Employee

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Exempt employees who are non-essential are granted Inclement Weather time off 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**.

- Non-essential staff do not receive extra compensation for hours worked during the inclement weather period. If an employee works during the inclement weather declaration, they should not report inclement weather leave. No time or leave entries are required.
- Non-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:

- ✓ Submit Inclement Weather time off request.