

INCLEMENT WEATHER REFERENCE GUIDE

Non-Essential Non-Exempt (Hourly) Employees

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

NON-ESSENTIAL Non-Exempt Employee

Non-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 report Regular hours for the time worked. Only enter inclement weather leave for the time not worked during their scheduled hours. The total regular hours and inclement weather leave should not exceed the employee's scheduled hours.
- 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:

- ✓ If employee worked, report REG hours as usual.
- ✓ Submit Inclement Weather time off request for any time not worked during the inclement weather declaration.
- ✓ Complete timesheet and submit.