

With winter weather upon us, here is OSPI's annual reminder regarding the guidelines we follow in instances of inclement weather or natural disaster, and how employees should be compensated for any time lost.

- If a state office or work location becomes non-operational due to inclement weather or natural disaster, non-emergency employees may be released at no loss in pay for the duration of the disruption to services.
- There is no authority to provide extra compensation for employees who work their normal hours during these disruptions.
- If the work location is fully operational but the employee is unable to report to, or remain at, work due to inclement weather or natural disaster, then the employee should take leave in the following order:
 - 1) any earned compensatory or exchange time,
 - 2) accrued vacation leave,
 - 3) accrued sick leave up to three days in any calendar year, or
 - 4) leave without pay
- Although the types of paid time off shall be used in the order listed above, employees shall be permitted to use leave without pay rather than paid time off at their request.
- If the employee reports to work but is late, s/he is allowed up to one (1) hour paid time at the beginning of the work day. If the employee chooses to not report to work for the day a full shifts time will be taken as leave as listed above in accordance with WAC 357-31.

For additional information regarding inclement weather, please refer to OSPI's [Leave Policy](#). In addition, please don't hesitate to contact your Human Resource Consultant.