



Policy Advisory

Absence Due to Emergency Closure

It's that time of year again when inclement weather can occur. In order to be up to date on employee absences driven by emergency office closure, please take a few minutes to refresh your memory by reviewing this policy advisory.

This following information is intended to assist you in administering employee absences during temporary emergency closure due to existing or imminent emergency circumstances, such as unsafe weather conditions. Employees who meet certain guidelines may not only be excused from duty, but also be compensated in accordance with State statute and the State Personnel Board Rules. Under State Personnel Board Rule 478-1-.16(12), affected employees may be excused from duty during an emergency closure for as long as necessary without the loss of pay. However, employees who are not directly affected by the closure or who are not scheduled to work will not accrue any right to additional absence, and will not be compensated in any manner for any absence that may be authorized for the employees directly affected. Click [here](#) for State Personnel Board Rule 478-1-.16 and refer to section (12), Absence Due to Emergency Office Closures. In addition, you may use this [link](#) to access the Inclement Weather State Policy on the DOAS website about the communication channels for emergency office closure.

[Decision to Temporarily Close](#)

[Employees with Scheduled Leave during an Emergency Closure](#)

[Employees Using FMLA during a Week with an Emergency Closure](#)

[Alternative Work Schedules](#)

[Compensation for Temporary Employees Not Eligible for Leave Benefits](#)

[Compensation for Telework Performed During Emergency Closure](#)

[Employees Out-of-State During Emergency Conditions](#)

[Compensation for Essential Staff](#)

[Reimbursement for Expenses Incurred](#)

[Calculation of FLSA Overtime](#)

[State Compensatory Time](#)

[Special Circumstances](#)

If you have questions about the information in this advisory, please contact the HRA helpdesk at 404.656.2705, 1.877.318.2772, or hra@doas.ga.gov, or a member of the HRA Policy and Compliance Team at hrapolicy@doas.ga.gov.

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