



DATE: March 2, 2015
TO: School/Division HR Officers and Secondary Contacts
FROM: Chris Chiron, Interim Senior Director, Employee & Management Relations
RE: Guidance on Recording Time for Last Week's Adverse Weather Events (Feb. 24-27, 2015)

The content below summarizes how to apply SPA Adverse Weather policy to employee time tracking for February 24-27, 2015. We hope this information is helpful and addresses the questions you may have regarding time tracking for this event.

Please note that employees who were on prearranged vacation leave or sick leave must charge leave to the appropriate account and are not eligible to apply Adverse Weather Condition 3, as described below.

For the Condition 1 and Condition 2 periods on Tuesday, Feb. 25:

- For employees who did not work due to weather conditions on Tuesday, the time shall be charged to available paid time off ("PTO", i.e., compensatory time off, holiday equal time off, on-call time off, travel time off, adverse weather equal time off, or paid leave award).
- If an employee does not have accrued PTO, does not have sufficient PTO to cover the entire absence, or if the employee did not make up the time within the same work week, then the employee must use available vacation leave or bonus leave.
- If an employee does not have sufficient vacation or bonus leave, then the supervisor can choose to advance vacation leave to the employee (not to exceed the vacation leave amount to be accrued for the remainder of the calendar year). Otherwise, the employee will need to receive a Dock in Pay.
- For a Dock in Pay for SPA Non-Exempt employees, employees will not enter anything in TIM for the hours missed and will not be paid for those hours. For SPA Exempt employees, a Dock in Pay action must be processed in ConnectCarolina via the Lump Sum ePAR. Please contact the Business Systems Help Desk for assistance.
- **** Please Note:** Administrative Absence Leave cannot be applied for Condition 1 or Condition 2 absences for this event. (This was an exception granted by the Governor that applied only to the Feb. 16 event last week.) **

For the Condition 3 period from 12 a.m. to 10 a.m. Wednesday, Feb 26:

- For non-mandatory employees, the supervisor or TIM Administrator applies the 'Adverse Weather III Non ER Emp' code for the employee's regularly scheduled work hours that fell between 12 a.m. and 10 a.m. Wednesday.
- Additional hours worked by employees within the Condition 3 timeframe or additional hours worked during the remainder of the week will offset the total 'Adverse Weather III Non ER Emp' hours that the employee is eligible to use. Severe weather essential employees who did not work during this timeframe would also use the 'Adverse Weather III Non ER Emp' code.
- For severe weather essential employees who worked during this timeframe, the supervisor or TIM Administrator applies the 'Adverse Weather III ETO ER Emp' pay code to all hours the employee recorded in TIM as worked between 12 a.m. and 10 a.m. Wednesday so that the employee will receive the Adverse Weather Equal Time Off accrual. Please note that 'Severe Weather Essential' must be indicated on the employee's record in ConnectCarolina for the employee to be eligible for ETO in TIM.

For the Condition 1 period between 10 a.m. and 6 p.m. on Wednesday, Feb. 26:

- For employees who did not work due to weather conditions between 10 a.m. and 6 p.m. on Wednesday, the time shall be charged to available paid time off ("PTO", i.e., compensatory time off, holiday equal time off, on-call time off, travel time off, adverse weather equal time off, or paid leave award).

- If an employee does not have accrued PTO, does not have sufficient PTO to cover the entire absence, or if the employee did not make up the time within the same work week, then the employee must use available vacation leave or bonus leave.
- If an employee does not have sufficient vacation or bonus leave, then the supervisor can choose to advance vacation leave to the employee (not to exceed the vacation leave amount to be accrued for the remainder of the calendar year). Otherwise, the employee will need to receive a Dock in Pay.
- For a Dock in Pay for SPA Non-Exempt employees, employees will not enter anything in TIM for the hours missed and will not be paid for those hours. For SPA Exempt employees, a Dock in Pay action must be processed in ConnectCarolina via the Lump Sum ePAR. Please contact the Business Systems Help Desk for assistance.

For the Condition 3 period from 6 p.m. Wednesday, Feb 26, through 1 p.m. Friday, Feb. 27:

- For non-mandatory employees, the supervisor or TIM Administrator applies the 'Adverse Weather III Non ER Emp' code for the employee's regularly scheduled work hours that fell between 6 p.m. Wednesday and 1 p.m. Friday.
- Additional hours worked by employees within the Condition 3 timeframe or additional hours worked during the remainder of the week will offset the total 'Adverse Weather III Non ER Emp' hours that the employee is eligible to use. Severe weather essential employees who did not work during this timeframe would also use the 'Adverse Weather III Non ER Emp' code.
- For severe weather essential employees who worked during this timeframe, the supervisor or TIM Administrator applies the 'Adverse Weather III ETO ER Emp' pay code to all hours the employee recorded in TIM as worked during Condition 3 so that the employee will receive the Adverse Weather Equal Time Off accrual. Please note that 'Severe Weather Essential' must be indicated on the employee's record in ConnectCarolina for the employee to be eligible for ETO in TIM.

| TIME | TUESDAY FEB 24 | WEDNESDAY FEB 25 | THURSDAY FEB 26 | FRIDAY FEB 27 | TIME |
|----------|--------------------------------------|--------------------------------|---------------------------------|-----------------------------|----------|
| 12:00 AM | CONDITION 1 UNTIL 2:30 PM | CONDITION 3 12 AM – 10 AM | CONDITION 3 12 AM - MIDNIGHT | CONDITION 3 12 AM – 1 PM | 12:00 AM |
| 1:00 AM | | | | | 1:00 AM |
| 2:00 AM | | | | | 2:00 AM |
| 3:00 AM | | | | | 3:00 AM |
| 4:00 AM | | | | | 4:00 AM |
| 5:00 AM | | 5:00 AM | | | |
| 6:00 AM | | CONDITION 1 10 AM – 6 PM | | 6:00 AM | |
| 7:00 AM | | | | 7:00 AM | |
| 8:00 AM | | | | 8:00 AM | |
| 9:00 AM | | | | 9:00 AM | |
| 10:00 AM | 10:00 AM | | | | |
| 11:00 AM | CONDITION 2 2:30 PM - MIDNIGHT | CONDITION 3 6 PM - MIDNIGHT | CONDITION 1 AFTER 1 PM | 11:00 AM | |
| 12:00 PM | | | | 12:00 PM | |
| 1:00 PM | | | | 1:00 PM | |
| 2:00 PM | | | | 2:00 PM | |
| 3:00 PM | | | | 3:00 PM | |
| 4:00 PM | | 4:00 PM | | | |
| 5:00 PM | | 5:00 PM | | | |
| 6:00 PM | | 6:00 PM | | | |
| 7:00 PM | | 7:00 PM | | | |
| 8:00 PM | | 8:00 PM | | | |
| 9:00 PM | 9:00 PM | | | | |
| 10:00 PM | 10:00 PM | | | | |
| 11:00 PM | 11:00 PM | | | | |

PLEASE REMEMBER that when using Adverse Weather Condition 3 leave:

- The eligibility is time bound to the event times listed above.
- They apply only to the employee's regularly scheduled work hours within those timeframes.
- The total hours for the week cannot exceed 40 hours, unless the employee physically works more than 40 hours.

It will be helpful to you first to determine the total number of hours worked by the employee in the week before trying to use these leave codes to fill the remainder of the employee's regularly scheduled hours. Always apply leave codes last.

EXAMPLES FOR DETERMINING LEAVE USAGE:

1. Kelly's regularly scheduled work hours are 40 hrs/wk Mon-Fri, 8a-5p, with one hour lunch.
2. Given Kelly's regular work schedule, Kelly could receive a maximum of 14 hours of paid leave for these events:
 - a. 2 hours of Condition 3 (Adverse Weather III Non ER Emp) for Wednesday (8a-10a).
 - b. 8 hours of Condition 3 (Adverse Weather III Non ER Emp) for Thursday (8a-5p, less one-hour lunch).
 - c. 4 hours of Condition 3 (Adverse Weather III Non ER Emp) for Friday (8a-1p, less one-hour lunch).
3. The maximum amount of paid leave will be reduced if Kelly works additional hours during the work week outside the regular work schedule.

Example 1:

1. Kelly worked a regular day on Monday.
2. With supervisor's permission, Kelly worked 8a-2:30p on Tuesday with no lunch and left early under Condition 2.
3. Kelly worked 10a-5p on Wednesday with a one-hour lunch.
4. Kelly did not work on Thursday.
5. Kelly worked 1p-5p on Friday with no lunch.
6. Kelly worked a total of 24.5 hours for the week.
7. Kelly can record up to 14 hours Adverse Weather Condition 3 leave and 1.5 hours of vacation leave.

| Day | Hours Worked | Work Hours | Leave Hours | Type of Leave |
|---------------------------------|----------------|-------------|-------------|--------------------------------|
| Monday | 8a-noon, 1p-5p | 8.0 | | |
| Tuesday | 8a-2:30p | 6.5 | 1.5 | Vacation Leave |
| Wednesday | 10a-1p, 2p-5p | 6.0 | 2.0 | Adverse Weather III Non ER Emp |
| Thursday | n/a | 0.0 | 8.0 | Adverse Weather III Non ER Emp |
| Friday | 1p-5p | 4.0 | 4.0 | Adverse Weather III Non ER Emp |
| TOTAL HOURS | | 24.5 | 15.5 | |
| TOTAL HOURS FOR THE WEEK | | | 40.0 | |

Note that the Adverse Weather Condition 3 time on Thursday and Friday is limited based on Kelly's regular schedule and actual hours worked. For Thursday, Kelly can record 8 hours for all the hours she did not work on her regular shift (8a-5p with one hour lunch). For Friday, Kelly worked 4 hours of her regularly scheduled hours, so could record at most 4 hours of Condition 3 between 8a and 1p to get to her regularly scheduled 8 hours for the day.

Example 2:

If Kelly works additional hours outside her regular work schedule, then those hours will reduce the total number of leave hours that Kelly would need to record, but they would not affect the total hours of eligibility for Condition 3 hours within her work schedule. Suppose Kelly worked additional hours outside her normal work schedule on Friday from 5-7p (changes from previous timecard are **in red**):

| Day | Hours Worked | Work Hours | Leave Hours | Type of Leave |
|---------------------------------|----------------|-------------|-------------|--------------------------------|
| Monday | 8a-noon, 1p-5p | 8.0 | | |
| Tuesday | 8a-2:30p | 6.5 | 0.0 | |
| Wednesday | 10a-1p, 2p-5p | 6.0 | 2.0 | Adverse Weather III Non ER Emp |
| Thursday | n/a | 0.0 | 8.0 | Adverse Weather III Non ER Emp |
| Friday | 1p-7p | 6.0 | 3.5 | Adverse Weather III Non ER Emp |
| TOTAL HOURS | | 26.5 | 13.5 | |
| TOTAL HOURS FOR THE WEEK | | | 40.0 | |

Kelly now needs 13.5 hours to maintain a 40-hour paycheck. Because Kelly is eligible for up to 14 hours of Adverse Weather Condition 3 during her regular work schedule, no vacation leave is needed for Tuesday to get to a 40-hour paycheck.

Example 3:

If Kelly works hours inside her regular work schedule during Condition 3, then those hours will reduce both the total number of leave hours Kelly could record and the total hours of Condition 3 eligibility within her work schedule. Suppose Kelly worked additional hours on Friday from 11a-1p instead of 5p-7p (changes from previous timecard are in red):

| Day | Hours Worked | Work Hours | Leave Hours | Type of Leave |
|---------------------------------|----------------|-------------|-------------|--------------------------------|
| Monday | 8a-noon, 1p-5p | 8.0 | | |
| Tuesday | 8a-2:30p | 6.5 | 1.5 | Vacation Leave |
| Wednesday | 10a-1p, 2p-5p | 6.0 | 2.0 | Adverse Weather III Non ER Emp |
| Thursday | n/a | 0.0 | 8.0 | Adverse Weather III Non ER Emp |
| Friday | 11a-5p | 6.0 | 2.0 | Adverse Weather III Non ER Emp |
| TOTAL HOURS | | 26.5 | 13.5 | |
| TOTAL HOURS FOR THE WEEK | | | 40.0 | |

Kelly needs 13.5 hours to maintain a 40-hour paycheck. Because Kelly worked 6 hours within her regular schedule on Friday, she is only eligible for up to 2 hours of Adverse Weather Condition 3 for Friday, or a total of 12 hours of Condition 3 for the week. Kelly would need to record 1.5 of vacation leave for Tuesday to get to a 40-hour paycheck.

PAYBACK FOR PRE-2015 ADVERSE WEATHER OWED

Employees who worked additional hours during the work week or worked hours during Condition 3 (not severe weather essential) can apply those additional hours to payback any remaining adverse weather leave owed prior to January 1, 2015. The deadline for paying back adverse weather owed balances is March 31, 2015.

EPA, TEMPORARY, AND STUDENT WORKERS

The paid leave options and equal time off are available only to SPA career status and probationary employees. Students and temps do not receive paid leave and are paid only for the hours that they work. EPA non-faculty employees do not record adverse weather leave.

ADDITIONAL QUESTIONS

For additional guidance on determining how to define eligible time, please contact Employee & Management Relations at emr@unc.edu.

For additional guidance on how to complete transactions in TIM, please contact Payroll Services at timsupport@unc.edu.