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**STATE OF CONNECTICUT**

***OFFICE OF POLICY AND MANAGEMENT***

**Office of Labor Relations**

# November 3, 2011

**General Notice 2011-28**

**TO: Labor Relations Designees**

**SUBJECT**: **October 31 and November 1, 2011**

As a result of the October 29-30 snowstorm, some agencies were unable to open on subsequent days(s) due to power outages at certain of their locations. Employees who were unable to report to work due to such circumstances, should code their time to LWWTR.

Additionally, Agencies are reminded that most of the Executive Branch contracts have language which provides for excusing time without charge to the employee’s leave balances based upon the severity of the conditions. If an employee arrived late on October 31 or November 1, 2011 due to one of the reasons specified in his/her union contract, such lateness should likewise be coded to LWWTR (up to the contractual limit). An override reason code “OCT29” has been created for use with LWWTR on the timesheet. Nonrepresented employees and those covered by contracts without contractual language should be allowed up to one hour on each day if they were late due to hazardous travel conditions. We have asked CORE to develop a code for use in the future for approved lateness under the contracts.

Labor Relations Designees with questions should be directed to the Office of Labor Relations at 418-6447. All others should contact their Central Personnel Office.

## **Linda J. Yelmini**

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Director of Labor Relations