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**STATE OF CONNECTICUT**

***OFFICE OF POLICY AND MANAGEMENT***

**Office of Labor Relations**

# January 14, 2011

**General Notice 2011-01**

**TO: Labor Relations Designees**

**SUBJECT**: **January 12, 2011 Snow Storm**

Governor Dannel P. Malloy asked nonessential state employees not report to work on January 12, 2011 for the first shift because of the adverse weather conditions.

Consistent with past practice, contractual and statutory provisions, you are reminded of the following:

1. Nonessential employees scheduled to work first shift on that day will record their absence with the code “LWGOV”. Essential employees who did report to work will be paid in accordance with contractual and statutory provisions. Essential employees are not eligible for compensatory time off, unless their contract specifically provides this benefit.
2. Employees who were not scheduled to work on January 12 are not covered by the Governor’s request. Employees absent because of illness or scheduled to take vacation leave, personal leave or other earned time shall have the appropriate leave balance charged and shall not be eligible for “LWGOV” time. Employees on leave of absence without pay (including voluntary leave) or other scheduled day off, such as a pass day or “flex” day, shall not be eligible for “LWGOV” time.
3. Governor Malloy’s request did not impact state employees who work on the second or third shift as those operations were not closed.

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