DEPARTMENT OF THE ARMY and AIR FORCE
Joint Forces Headquarters, Kentucky National Guard
Office of the Adjutant General
Boone National Guard Center, 100 Minuteman Parkway
Frankfort, Kentucky 40601-6168

KG-HRO (690-900d) 31 March 2008

MEMORANDUM FOR All Federal Employees

SUBJECT: (KYNG Log Number P08-017) Inclement Weather Policy

1. This policy supersedes all previous guidance pertaining to inclement weather schedules.

2. The State of Kentucky has a statutory responsibility to have state offices open on business days during normal agency business hours. All state facilities are to be open and available to the public during those hours regardless of weather conditions in accordance with the Governor's weather policy. Military Affairs offices are expected to comply with this policy. Likewise, Military Affairs employees are expected to be at work during their prescribed working hours. Our National Guard mission requires us to be responsive to the Governor and the citizens of our State; therefore, Military Affairs will remain open and responsive when weather emergencies arise.

3. The safety and welfare of our employees are paramount, as such employees will determine for themselves their ability to get to their place of work. Employees should consider their vehicle condition, their ability to drive, local road conditions and distance before attempting to report for work. Other considerations may include school closings and child care requirements. Employees have the responsibility to notify their supervisors of their tardiness or request for leave.

4. Inclement weather may cause adjustments of arrival/dismissal times for our workforce. When this occurs, any form of appropriate leave (i.e. annual, compensatory, or leave without pay) may be used by employees. Examples that would necessitate adjustments to arrival/dismissal times are:

a. personnel prevented from arriving to work on time

b. personnel requiring to leave work early to avoid hazardous conditions

c. personnel who could not return home if they report to work

5. This policy excludes essential personnel. Essential personnel will be identified by The Adjutant General, Commanders, Directors and Major Command Administrative Officers (MACOM AO's) based on specific mission requirements. Supervisors will determine and inform employees who occupy mission essential positions for this purpose.

6. Major subordinate Commanders, Directors, and MACOM AO's will be notified of closure by the Deputy Chief of Staff for Operations (KG-J3) in case of inclement weather. Each office will be responsible to notify all elements under their supervision. All requests for administrative leave will be submitted through the Human Resources Office with the **Adjutant General as the final approving authority for all requests**.

7. Notification to release personnel early constitutes authority to excuse civilian and military personnel without charge to leave per the staggered time scheduled below, provided such release does not conflict with essential mission requirements:

a. Personnel residing 30 miles from duty station or beyond will be released at H-hour. ("H-hour will be the time for the first release. If specified, all personnel will be released at H-hour.)

b. Personnel residing 20-29 miles from duty station will be released at H+30 minutes.)

c. Personnel residing 10-19 miles from duty station will be released at H+ 1 hour.

d. Personnel residing less than 10 miles from duty station will be released at H+1-1/2 hours.

8. Personnel desiring to make up time lost due to severe weather should work with their supervisors to develop a plan for compensatory time that benefits both the agency and the individual.

9. If there is an early release by The Adjutant General a pass would be given for the remainder of the regularly scheduled workday for those individuals who are Active Guard and Reserve (AGR) and Active Duty Operational Support (ADOS). Those individuals would be given a pass for the remainder of the regularly scheduled workday that was delayed. Those individuals who do not report to duty will take leave for that regularly scheduled workday.

10. Supervisors will ensure this policy is applied fairly to all federal employees, technicians, Active Guard Reserve and Active Duty Operational Support.

11. Questions concerning this action may be addressed to Mrs. Pam Cox at (502)607-1761 or DSN 667-1761.

EDWARD W. TONINI
Major General, KYNG
The Adjutant General