Colleagues:  
  
  
As a result of the Lab’s early closing on Tuesday, January 21, 2014 and the Lab being closed on Wednesday, January 22, 2014, employees are to follow the guidelines below for recording time:  
   
All Staff:   
If you were already scheduled for vacation/sick leave on Tuesday, January 21, 2014 and/or Wednesday, January 22, 2014, then enter your hours accordingly as vacation/sick leave.  The early closing and/or lab closure do not affect your time entries.  Please note that only employees who were at work on January 21st and remained at work until the designated time of dismissal will be granted Weather/Public Emergency Leave; otherwise, vacation leave must be charged for this time.    
  
Students & Casuals:  
Record actual hours worked on Tuesday and Wednesday as normal.  Students and Casuals are not eligible for any type of leave.   
   
Non-Exempt Staff:   
Record actual hours worked on Tuesday and Wednesday as normal.  The remainder of your scheduled work days should be charged either to Weather/Public Emergency Leave (up to one hour on January 21st and up to eight hours on January 22nd) or vacation leave accordingly.  Record 8 hours on Tuesday and Wednesday to vacation/sick leave if you were already scheduled for vacation/sick leave.   
   
Exempt Staff:  
If you record productive time by day, record your actual hours worked on Tuesday and Wednesday.  The remainder of your scheduled work days should be charged either to Weather/Public Emergency Leave (up to one hour on January 21st and up to eight hours on January 22nd) or vacation accordingly.  Record 8 hours on Tuesday and Wednesday to vacation/sick leave if you were already scheduled for vacation/sick leave.   
  
If you record productive time with percentages, record up to one hour on January 21st and up to eight hours on January 22nd to Weather/Public Emergency Leave or vacation leave accordingly.  Complete your percentages as usual at the end of the pay period.  If you were already scheduled for vacation/sick leave, record 8 hours on Tuesday and Wednesday to vacation/sick leave.  
   
If the Weather/Public Emergency Leave charge line is not already on your timesheet, follow the instructions below to add it:   
   
Click on the binoculars in the Project Field  
Click on the + next to Favorites  
Highlight the Weather/Public Emergency line  
Click on Add to Timesheet  
   
If you do not see the Weather/Public Emergency charge in your Favorites,  
Click on the binoculars in the Project Field  
Click on the + next to Jefferson Lab  
Click on the + next to Leave  
Highlight the Weather/Public Emergency line  
Click on Add to Timesheet  
   
Please note that no comment is required when entering the Weather/Public Emergency Leave.  If you have any questions about the timesheet instructions for the Weather/Public Emergency Leave, please contact Bill Shelton at ext. 7120 or Janet Smith at ext. 7503 or Sharon Hay at ext. 7620.