Colleagues,  
  
As a result of the Lab closing at noon on Monday, March 3, 2014 and the Lab re-opening at noon on Tuesday, March 4, 2014, employees are to follow the guidelines below for recording time:  
   
All Staff:   
If you were already scheduled for vacation/sick leave on Monday, March 3, 2014 and/or Tuesday,  March 4, 2014, then enter your hours accordingly as vacation/sick leave.  For Monday, first shift employees must have remained at work until noon in order to receive up to four hours paid Weather/Public Emergency Leave; otherwise, vacation (or leave without pay if vacation leave is exhausted) must be charged.  For Tuesday, first shift employees must have reported to work in order to receive up to four hours of paid Weather/Public Emergency Leave; otherwise, vacation (or leave without pay if vacation leave is exhausted) must be charged.  Swing Shift Monday night and Owl Shift Tuesday morning are authorized to charge up to eight hours of paid Weather/Public Emergency Leave unless already scheduled for vacation/sick leave.  
  
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 Monday and Tuesday as normal.

For Monday, first shift employees must have remained at work until noon in order to receive up to four hours paid Weather/Public Emergency Leave; otherwise, vacation (or leave without pay if vacation leave is exhausted) must be charged.  For Tuesday, first shift employees must have reported to work in order to receive up to four hours of paid Weather/Public Emergency Leave; otherwise, vacation (or leave without pay if vacation leave is exhausted) must be charged.

For Swing shift employees Monday, March 3rd, and for Owl shift employees Tuesday morning, March 4th, up to 8 hours can be recorded to Weather/Public Emergency Leave unless you were already scheduled for vacation/sick leave.

Exempt Staff:  
  
If you record productive time by day, record your actual hours worked on Monday and Tuesday.

For Monday, first shift employees must have remained at work until noon in order to receive up to four hours paid Weather/Public Emergency Leave; otherwise, vacation (or leave without pay if vacation leave is exhausted) must be charged.  For Tuesday, first shift employees must have reported to work in order to receive up to four hours of paid Weather/Public Emergency Leave; otherwise, vacation (or leave without pay if vacation leave is exhausted) must be charged.

For Swing shift Monday, March 3rd and for Owl shift Tuesday morning, March 4th up to 8 hours can be recorded to Weather/Public Emergency Leave unless you were already scheduled for vacation/sick leave.

If you record productive time with percentages:

On Monday, first shift employees can record up to four hours paid Weather/Public Emergency Leave if you remained at work until noon unless you were already scheduled for vacation/sick leave.  On Tuesday, first shift employees can record up to four hours paid Weather/Public Emergency Leave if reported to work unless you were already scheduled for vacation/sick leave.   Complete your percentages as usual at the end of the pay period.   
  
For Swing shift Monday, March 3rd and for Owl shift Tuesday morning, March 4th up to 8 hours can be recorded to Weather/Public Emergency Leave unless you were already scheduled for vacation/sick leave.  Complete your percentages as usual at the end of the pay period.

   
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.