



STATE OF CONNECTICUT
DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES

December 6, 1996

Effective Date: December 20, 1996

COMMISSIONER'S POLICY STATEMENT NO. 6

EARLY CLOSINGS AND LATE OPENINGS

The Governor's office will continue to direct, via the Department of Administrative Services Bureau of Human Resources, early closings or late openings for all emergency conditions, including extreme adverse weather.

No early release of Department of Mental Health and Addiction Services employees owing to snow storms or weather conditions shall be granted unless it is authorized by the Governor and transmitted to the Department of Mental Health and Addiction Services via the Department of Administrative Services, Bureau of Human Resources. Upon receipt of such a directive, the DMHAS Agency Director of Human Resource Management or designee shall immediately contact each Facility Human Resource Director or designee to provide notification of the release.

In the event of local emergencies such as extreme snow and ice conditions, extreme heat, inoperable heating facilities, or other emergency conditions, the facility head or designee shall contact the DMHAS Agency Director of Human Resource Management or designee with the particulars. The Agency Director of Human Resource Management or designee shall confer with the Department of Administrative Services/Bureau of Human Resources to discuss the problem and possible alternatives prior to ordering early closings, late openings or shutdowns. Directions shall be transmitted to the facility Human Resource Director as soon as possible.

In the event of early closing or late opening, only those "nonessential" employees immediately affected (at work or scheduled to report for work) by the adverse conditions shall be granted time off. Staff who remain on duty after an early release are **not** eligible for compensatory time for any hours worked which were part of their regular schedule. Staff who are authorized to leave work prior to an authorized early release or who are absent from work for the entire day, shall have the absence charged against the applicable balance (i.e. vacation, sick, personal leave, etc.).

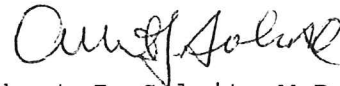
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In the absence of an authorized early closing, a "nonessential" employee may request to leave early due to weather conditions. If the supervisor approves the request, the employee may use accrued leave or take leave without pay. In general, any deviations from officially designated early closings or late openings cannot be considered time off without a charge to an appropriate designation. This includes ride sharing arrangements.

For the purpose of this policy statement, a "nonessential employee" is defined as an employee not involved in the direct care of clients or an employee for whom a replacement would not be needed were s/he absent from the duty station.



Albert J. Solnit, M.D.
Commissioner

This Policy Statement replaces Commissioner's Policy Statement No. 6 dated May 6, 1993.