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**STATE OF CONNECTICUT**

***OFFICE OF POLICY AND MANAGEMENT***

**Office of Labor Relations**

# October 31, 2012

**General Notice 2012-08**

**TO: Labor Relations Designees**

**SUBJECT**: **October 29 and 30, 2012 – Hurricane Sandy**

As a result of Hurricane Sandy, Governor Dannel P. Malloy directed all nonessential state employees not to report to work. All such employees who did not report to work due to that direction on all three shifts (beginning with first shift October 29 and ending with the start of the first shift on October 31, 2012) should code their time to “LWGOV” for October 29 and 30, 2012.

Governor Malloy has directed that all state employees report for work Wednesday, October 31, 2012 at their regular times. However, certain work locations remain impacted by power outages or flooding. Those locations are listed on the Department of Emergency Services and Public Protection website at <http://www.ct.gov/demhs/cwp/view.asp?a=1934&Q=287788>.

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

1. Nonessential employees scheduled to work on October 29 and 30, 2012 will record their regularly schedule time as “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 specifically provided in their collective bargaining agreement.
2. Employees who were not scheduled to work on October 29 and/or 30 are not covered by the Governor’s action. 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 a 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. Some Agency locations remain closed due to power outages and flooding. Nonessential state employees who work in those locations should stay in contact with their agencies regarding when and where they are to report. The Agency may direct Employees to utilize LWWTR beyond October 30 in situations where an office is closed and no alternative site is available.

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

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