

How do Exempt Staff Record Inclement Weather day?

- Exempt Staff who are **not required** by their supervisor on Monday February 15, and February 16th, 2021 should record “Inclement Weather Exempt” on these days.
- Exempt Staff who **are required** to work by their supervisor on these days need to take no action for these days.
- Exempt Staff who are **required** to work **half of the day** on one or both of these days should record half of the day as “Inclement Weather Exempt” on these day(s).
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02/07/2021 - 02/20/2021 ⓘ

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
14	15 <i>Enter Inclement Weather Leave</i>	16 <i>Enter Inclement Weather Leave</i>	17	18
				19

⊕ Add Earn Code

Earn Code

Select Earn Code

- Vacation Leave Exempt
- Sick Leave Exempt
- Discretionary Day Exempt
- Inclement Weather Exempt**
- Funeral Leave Exempt