

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

INTER-OFFICE MEMORANDUM

TO: Department Directors and Agency Heads
Associate Directors and Assistant Directors
Human Resources Administrators
Key Personnel Officers
Chief Financial Officers
Chief Payroll Officers
Labor Union Officials

FROM: Anthony A. Bucci 
Personnel Administrator

DATE: November 1, 2012 (Thu)

SUBJECT: **Compensation Policy Point of Clarification – Pre-scheduled Leave
State of Emergency - Hurricane Sandy**

Employee pre-requested/pre-planned/management pre-approved leave hours scheduled within the regular standard work shift during the hours of the state of emergency (7:00 AM on Monday, October 29, 2012 through 3:00 PM on Tuesday, October 30, 2012) stand as scheduled. Administrative Leave is not credited. Examples of such include vacation leave, personal leave, sick leave, pay reduction leave, compensatory leave, military leave with pay and all leaves without pay. The reasoning behind this decision focuses on the fact that an employee who is scheduled to discharge pre-planned/management pre-approved leave by his or her own choosing is unavailable for work and therefore is not available to be scheduled for work during said hours. Under this circumstance, the employee is neither categorized as "essential" (time and one half) or "non-essential" (straight time administrative leave) because of the employee's pre-planned unavailability to report to work or be available to be scheduled for work on that particular shift during said hours. More importantly, the purpose of "non-essential" employees being allowed to remain at home as opposed to being required to work is to keep them safe and out of harm's way when their services are not absolutely necessary. If no storm was to occur, the employee(s) would have been out of work and unavailable regardless.

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