



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
**DEPARTMENT OF ADMINISTRATION**

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**INTEROFFICE COMMUNICATION**

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

**FROM:** Michael DiBiase  
Director  
Department of Administration

**DATE:** January 4, 2018 (Thursday)

**SUBJECT:** ADVERSE WEATHER/WINTER STORM – 11:00 PM THURSDAY, JANUARY 4, 2018  
through 4:30 PM FRIDAY, JANUARY 5, 2018: NORMAL SCHEDULED WORKDAY –  
NO STATE OF EMERGENCY – NO CLOSURE OF STATE GOVERNMENT

This communication is to emphasize that the State of Rhode Island will be open under normal operations on Thursday, January 4, 2018, after 11 p.m. through Friday, January 5, 2018. Accordingly, the "Inclement Weather/Emergency" clause in various collective bargaining agreements is not applicable.

In the alternative, for affected operations and employees, for shifts beginning 11:00 PM on Thursday, January 4, 2018, through 4:30 PM on Friday, January 5, 2018, employees who are unable to report for work on a regular scheduled workday because of adverse weather conditions, or are unable to complete their work schedule because of such conditions, may record such absence as either annual leave, personal leave, or leave without pay at the employee's option subject to supervisory approval.

Any request for sick leave during this period must be considered in accordance with the pertinent provisions of applicable union contracts and/or State Personnel Rules, and/or State Law. Appointing authorities are reminded to continue to exercise prudence in authorizing such requests.

The above will not affect in any way the pertinent provisions of applicable union contracts.

Appointing Authorities are reminded that under no conditions are employees to be released from work without the express approval of the Director of Administration or the Executive Director of Human Resources/Personnel Administrator. This includes early closings, late openings, or other shutdowns of agency operation.

**Adverse Weather/Winter Storm**  
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If conditions exist that have been deemed to be hazardous that may prevent an individual employee from being able to report to work, he/she may telephone/contact his/her supervisor to request an alternative work site for that day. (Alternative work sites do not include working at home for that day).

Additionally, each Department Director is responsible for the adherence to this directive. There is a need to provide equitable treatment to all employees. Therefore, I would appreciate your assistance in the implementation of this communication. Please communicate this directive to all affected divisions within your agency.

For payroll purposes, normal work schedules are in effect on Friday, January 5, 2018.

MPD/kaa