

***Pay Policy for Time Not Worked Because of Snowstorms,  
Natural Disasters or Civil Emergencies***

— Summary —

City pay policy for time not worked because of snowstorms, natural disasters and civil emergencies when departmental operations are maintained and employees either arrive late or are allowed to leave early or when non-essential City operations are officially shut down by the Mayor.

**Description**

Revised 01/08/12

**CITY PAY POLICY FOR TIME NOT WORKED BECAUSE OF  
SNOWSTORMS, NATURAL DISASTERS AND CIVIL EMERGENCIES**

**DEPARTMENT OPERATIONS ARE MAINTAINED**

When departmental operations are maintained and employees either arrive late or are allowed to leave early, the following pay policies apply:

- A. FLSA nonexempt employees may use vacation, "Comp Time," or take the time off without pay for time not worked.
- B. FLSA exempt employees cannot have a pay deduction for a partial day absence and may use the "flexible schedule" provision established by Chapter 350-5 of the Milwaukee Code of Ordinances for time not worked. These employees may also elect to use vacation or "comp time", if the hours are available.

**NON-ESSENTIAL CITY OPERATIONS ARE OFFICIALLY SHUT DOWN BY THE MAYOR:**

The determination as to the personnel and/or activities deemed non-essential rests with the Department Heads. When non-essential City operations are shut down by the Mayor the following pay policies apply:

**A. FLSA NON-EXEMPT EMPLOYEES**

1. Employees who report to work prior to the announcement that City operations are shut down shall be paid for all time actually worked or shall be credited with two hours of pay, whichever is greater.
2. Regularly scheduled straight-time hours not worked because of the shut down shall be charged to vacation, compensatory time, or taken off without pay.
3. On inclement weather days, when partial time is allowed for reporting to work,

employees who call in sick will be granted sick leave time in the amount equivalent to the actual time allowed for those reporting to work. However, employees who were on sick leave the previous day or who provide a doctor's certificate will be allowed full sick leave for that day.

B. FLSA EXEMPT EMPLOYEES

FLSA exempt employees who report to work prior to the announcement that City operations are shut down or who are released before the end of the work day cannot have a pay deduction for a partial day absence. These employees may elect to use vacation or any "comp time" balance available to them or may use the "flexible schedule" provisions established under Chapter 350 of the Milwaukee Code as determined by the Department Head. Full day absences due to a shut down are to be charged to vacation or comp time balances available to employees.